



# TRACYE SINCLAIR, GRI®

**Property Manager**  
**Property Management Services**

Tracye Sinclair is a property manager in Kidder Mathews' Ontario, California office. Tracye is responsible for preparing client financial reports, building and tenant improvement coordination and supervision, landlord and tenant relations, leasing support and coordination, maintenance oversight, vendor management, preparation of operating budgets, common area expense reconciliations, and overall management of the assets in her portfolio.

With nearly 15 years of experience, Tracye is adept at many facets of the real estate industry. Tracye has worked as a real estate broker, loan officer and escrow officer. She later transitioned into commercial property management and worked with CBRE before joining Kidder Mathews. She is an excellent communicator with innate leadership and organizational skills, capable of multi-tasking and delivering the highest quality output in an efficient and timely manner.

## EDUCATION

Tracye studied real estate at Ashford University, San Diego. Tracye is a licensed real estate broker in the state of California and has obtained the Graduate Realtor® Institute (GRI®) designation and is currently pursuing a Certified Property Manager (CPM®) designation. Tracye has her bachelor's degree in real estate from Ashford.

## CLIENTS SERVED

Bass Capital

Green Bay Packaging

Lennar

M&H Capital Investment

Oakmont Management

## TENANTS SERVED

American Discount Tire

AT&T

Baja Fresh

Bed, Bath & Beyond

Coldstone Creamery

CVS Pharmacy

H&R Block

JPMorgan Chase Bank

PetSmart

Union Bank

Verizon



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