

Our Catalog of Services :

- Support of tenants in all aspects of the lease, handling all tenant requests
- Editing of complaints for violations of the House Rules
- Processing of key orders
- Conclusion, amendment and termination of leases, including the acceptance and acquisition of residential and commercial units
- Acquisition with credit and social assessment of potential tenants
- Setting up of the rental agreement
- Booking and monitoring of rental payments and the lease with the related standing payments
- Rent collection and enforcement of all claims accruing to the owner of the leases
- Conditioning and monitoring of rental deposits
- Settlement of the deposit after departure of the tenant
- Review of rent increase opportunities and assertion of contractual rent increases and the statutory rent increase request
- Monitoring and enforcement of house rules
- Determination of the annual operating costs, accounting with the tenants and if necessary adjustment of the operating cost prepayments
- Creation and implementation of utility costs
- Settlement of payments and collection of all payment transactions
- Creation of partial and annual accounts in the form of a revenue-surplus account to the owner
- Transfer of surpluses to the owner
- Conducting feasibility studies
- Regular inspection and control of objects
- Allocation and monitoring of all necessary repairs
- Consideration of insurance requirements and completion and termination of insurance contracts
- Recruitment, dismissal, instruction and supervision of specialists and assistants
- Organization and allocation of necessary maintenance and repair work on selected technical or craft enterprises
- Monitoring, Inspection and acceptance of artisan work
- Initiating and monitoring routine and necessary cosmetic repairs
- Completion of required maintenance contracts and monitoring of maintenance
- Monitoring of all contracts, services and third-party services
- Ongoing monitoring of technical building state
- Medium-term maintenance planning
- Settlement of insurance damages
- Transfer of all traffic with authorities concerning the ongoing management of the object
- Organization and appointment of relevant experts to periodic inspections of technical installations and equipment.