

OFFER TO MANAGE A RESIDENTIAL BUILDING

REZIDENTIAL BUILDING MANAGEMENT:

a) **Building Administrator**

We are able to represent an owner association with activities and attributions as building administrator allowed by the Law no. 230/2007.

Following, registration and supervising of all the association documents (issued/received);

Drawing up lists of payments for maintenance services.

Payment of service providers: we will pay the service providers and we will negotiate the best contracts for the association (with full respect to the limits provided by the administrator).

We can make all the notifications to the city Halle and state financial administration.

The accounting of the association: we can keep the accounting of the association

Following, registration and supervising of all the association documents (issued/received);

We will complete the required accounting records.

b) **Cashier**

Our program for cashing the maintenance value is very flexible.

We offer security for the association with a third part insurance ratability and employee insurance.

c) **Technicians**

Technical services: We have authorized persons for technical issues of any kind

We have negotiated contracts for technical service to the lowest prices: RSVTI for equipments, service and maintenance for elevators, pumps and boilers (if need it), air conditioning units, fire, alarms system, interphone, garage doors and so on.

d) **Other specialized services**

Cleaning, Gardening & Security service: We have specialized staff in cleaning, gardening and security services, or we can outsource this services on the demand of the customer.

Law office: We can keep in touch with the law office when necessary.

We offer personalized service to every apartment owners according to their needs:

- Cleaning: daily, weekly, monthly - when need it;
- Renting of the property: because we are on the real estate market starting with 2007 we can offer as well real estate service for better prices- fees for our association members and inhabitants;
 - Selling and buying of properties;
 - Property insurance: because we offer a package of apartments to be insured to the insurance company the owner gets a better offer with a discount between 5-10%.

KARAN

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