

PLATINUM OFFER FOR YOUR HOME

This package is designed so that, after the initial setup of the service is done, an investor should need to do very little apart from read their statement of account which we send every month detailing all incoming/outgoing payments for the property and any issues to report.

We look after all the property management details, for example:

- 1) Tenant finding & rental contracts negotiation
- 2) Hand-over protocol to ensure tenant has the keys and pays rent correctly
- 3) Management & maintenance of the property
 - 24/7/365 service (both for tenants and essential maintenance)
 - 24/7/365 contact person for the EMERGENCY situations;
 - There are considered EMERGENCIES: FLOODS, FIRE, PROBLEMS related to GAS installation, PROBLEMS related to ELECTRICITY (*lack of electricity in 50% proportion*), PROBLEMS related to the HEATING SYSTEM (*LACK OF FUNCTION*). The interventions team (*technician for the heating system / plumber / electrician*) will arrive in 11/2 hours to check the cause of the problem.
- 4) Snow removal
- 5) Gardening
- 6) Quarterly water treatment (including the replacement of the water filter)
- 7) Swimming pool maintenance - 4 treatments per month (the sum for opening and preparing the swimming pool for the winter will be separately invoiced)
- 8) Treatment against the pest and flies – Quarterly treatments on the exterior of the villa

9) One of the yearly revisions for the air conditioning units or heating system.

10) All landlords can call a phone number and can speak to their property manager in English

11) Hold keys & property documentation

12) Rent collection & rental deposit arbitration

13) Handle all tenant issues and chase tenants for any unpaid rent

14) Keep track and account for all payments and bills related to the property

15) Pay annual property & garbage taxes on behalf of the investor

16) Ensure that the annual tax returns are filed for the investor

17) Crucially, we can even pay all of the bills (such as service charges, electricity, gas, heating & maintenance) on behalf the investor (for example if the electricity bill payment details change we handle it automatically). Not only is this less hassle for the owner but it saves on bank fees and makes the end of year accounting much easier.

In essence our property management service does everything for the investor related to running the property. No gaps & no worries.

KARAN

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