

ADMINISTRATION.

FUTURE SUCCESS.

WERTE, DIE GUT TUN.

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VERKAUF
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VERMIETUNG
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ANYONE INTENDING TO ADMINISTER PROPERTY SUCCESSFULLY NEEDS TO HAVE LONG YEARS OF EXPERIENCE, AN IN-DEPTH KNOWLEDGE OF THE MARKET AND A STRONG REGIONAL PRESENCE.

A mandate to administer normally includes the following services:

- Representing the interests of the owner
- Communication with other owners in the same building
- The management of accounts payable and receivables
- The management and collection of payments on account
- The drawing-up of annual cost accounts
- The management of accounts, with balances and income statements
- The drafting of budgets and cost estimates
- Advice on investment and maintenance issues
- The obtaining of quotations and the awarding of orders
- Arranging for maintenance tasks such as mowing, snow clearance etc. to be carried out
- The issuing of invitations to annual general meetings of owners
- The chairing of neighbours' association meetings
- The keeping of minutes