

Scope of services for condominiums

- **Economic Plan**

Planning and coordination with the Advisory Board, calculation of housing allowances paid to individual residential and fractional ownership

- **Housing allowance Settlement**

Present a clear, easily understandable housing allowance settlement in the 1st Quarter of the following year, separate disclosure of apportionable and allocable costs and the tax deductible expenses according to § 35a Income Tax Act

- **Housing allowance collection and consistent reminders**

- **Payments**

Settlement of payments on a separate account of the Community of owners, if desired with inspection authorization for the management committee

- **Facility maintenance reserve**

Interest-bearing plant of the maintenance reserve and short-term cash

- **Monthly statements**

Monthly statements for the management committee, with status report Liquidity and arrears list

- **Apartment owners' meetings**

Preparation, invitation and management with the goal of efficient, objective and clear decisions of meetings

- **Consulting and Service**

Advice and service to all concerns of property owners

- **Accessibility**

Reached at any time, 24-hour emergency service

- **Communication**

Regular contact with the management committee for its vote of important administrative issues

- **Optimization of operating costs**

Preparation, completion and regular review of the supply and service contracts

- **On-site – check**

On-site monitoring of suppliers and service providers, the caretaker and the maintenance company

- **Maintenance and repair**

Preparation and monitoring of necessary maintenance and repair work by our own technician

- **For investors**

Management of the leased property (private property management), including hiring