

## **Expat Homes Property Management Services**

Expat Homes (Pvt) Ltd is offering you property management services. This will help all the expatriate and busy owners to maintain their property in good manner. Our services are,

1. Prepare the property for rent/sale
  - a. Perform inspection and prepare condition report of the interior
  - b. Prepare an inventory of all furniture, fittings, furnishings, linen and other items
  - c. Arrange and supervise cleaning of the interior, including furniture, servicing air conditioners, (if necessary) dry cleaning of curtains and laundering of linen
  - d. Offer recommendations on repairs and cosmetic improvements that would enhance rental value
2. **Marketing the property for rent**
  - a. Advertise availability of the property for rent /sale
  - b. Identify and recommend a suitable tenant /buyer
  - c. If necessary work with other realtors and leasing agents to find a tenant
  - d. Deal with all prospective tenants in providing necessary information and viewing the said Property
3. **Tenant Screening and Selection**
  - a. Gather data about prospective tenants/buyers and make recommendations regarding their suitability to rent/sale the property
  - b. Short list the prospective tenants/buyers, according to the Owner's requirements
4. **Tenant Move In**
  - a. Draw up leasing agreement – retaining the services of a Notary
  - b. Confirm the date of commencement of the Lease and the date the lessee intends to move in
  - c. Review lease guidelines with tenant regarding things like rental payment terms and required property maintenance, etc.,
  - d. Once negotiated with the tenant forward the draft to the Owner for approval
  - e. Provide the tenant with copies of condominium rules and code of conduct so that the tenant is aware of compliance requirements for condominium living in addition to terms and conditions of the lease agreement.
  - f. Ensure all agreements have been properly executed preferably notarially executed and registered with the land registry
  - g. Perform detailed move in inspection with tenant and have tenant's sign a report verifying the condition of the property prior to move-in and the inventory of items being taken over.

- h. Arrange for the collection of agreed rent and security deposit by authorized representative of owner who will also sign the agreement in the absence of owner/ or by the Power of Attorney holder of the Owner
- 5. Inspections**
- a. Perform inspections once in three(3) months on a pre defined schedule with notice to the Lessee for any repair needs, general upkeep, lease violations, etc. and when necessary and summoned by the Tenant or requested by the Owner,
  - b. Send owner a report on the condition of the property after such inspection
- 6. Tenant Move Out**
- a. Inspect unit and fill out a report on the property's condition when the client moves out
  - b. Provide tenant with a copy of the above report as well as estimate of damages/missing items
  - c. A general clean up of apartment
- 7. Maintenance**
- a. Arrange for preventive maintenance such as servicing of air conditioners and any other equipment that requires servicing
  - b. Assign jobs to different parties (in-house employees, handyman and professional contractors)
  - c. Coordinate any major repairs and improvements
  - d. Provide recommendations of repairs and improvements that may become necessary and how best these can be undertaken and at what cost
  - e. Get multiple quotations from independent contractors for the work
  - f. Supervise work in progress to ensure a satisfactory outcome
- 8. Payment of all service charges and Local authorities taxes-** Unless otherwise provided for in the Lease agreement for the Lessee to pay the Manager will take necessary steps to remind the Owner and make all such payments before the specific dates.
- 9. Utility payments –** Receive all bills and settle the same within the specified times until the said Property is given out on lease. Once leased out, coordinate with the Lessee and ensure all such payments made in time and receive the payments receipts from the Lessee
- 10. Records and files-** Maintain a record of all activities mentioned above and make available for the owner for inspection at any given time. Statement of activities after every visit to be emailed to the owner within three (3) days of the visit.

For above services, our charges will be sent to you after inspection of the property.