



List of services (EN) – Administration of home owner associations (HOA)

- Regular property inspections
- Planning and coordination of modernization measures (also within the framework of the Building Energy Act of Germany)
- Preparation of investment plans and profitability analyses
- Value enhancement through modernization measures
- Cost optimization of financial planning and property management accounting
- Commissioning of minor repairs as part of proper management and commercial management of these
- Ongoing monitoring of necessary maintenance and repair measures
- Safeguarding all rights and obligations of the owners vis-à-vis authorities, banks, insurance companies, lawyers, tradesmen and service providers
- Representation of the HOA (WEG) in legal disputes and court cases
- Contract management
- Drafting house and usage regulations for jointly owned facilities and equipment
- Master data maintenance
- Owner support in the WEG area
- Monitoring of all payment transactions (for all income and expenditure)
- Bank account management (for the community of owners)
- Collection of housing benefits including monitoring and dunning/complaint procedures
- Preparation and submission of housing benefit statements and business plans
- Preparing and holding owners' meetings - also digitally - including taking minutes and sending them out
- Management of the collection of resolutions
- Fast implementation of resolutions
- Online customer portal for the permanent provision of all property-relevant documents and owner documents
- Processing of insurance claims
- Personal cooperation with the management advisory board
- Management support for the division of rental properties and conversion into condominiums
- Support with the purchase and sale of condominiums