

## List of Services (EN) – Rental Property Management

- Regular property inspections
- Planning and coordination of modernization measures (also within the framework of the German Building Energy Act)
- Preparation of investment plans and profitability analyses
- Value enhancement through modernization measures
- Complete management and contract management for the entire property
- Master data maintenance
- Tenancy agreements, new lettings, acceptances and handovers (as the owner's representative), including the preparation of exposés and conducting viewings (individually or in groups)
- Tenant support including all correspondence as the owner's representative
- Rent collection including monitoring and dunning/complaint procedures
- Carrying out necessary and permissible rent increases
- Preparation and implementation of utility bills
- Recording defects, commissioning rectification and monitoring implementation
- Processing insurance claims
- Monitoring all payment transactions (for all income and expenses)
- Bank account management (for the owner) including deposit accounts
- Owner representation towards authorities, banks, insurance companies, lawyers, tradesmen and service companies, etc.
- Accounting management for the owner and monthly reporting
- Administrative support for the division of rental properties and conversion into condominiums
- Administrative support for the sale of the property