

## List of Services (EN) – Individual Condominium Management and Leasing

- Preparation of rental exposés, as well as marketing and viewing of rental space
- Carrying out credit checks
- Preparation of rental agreements
- Conclusion of rental agreements
- Acceptance and handover of apartments
- Complete management and contract management
- Master data maintenance
- Tenant support as the owner's representative and correspondence management
- Rent collection including monitoring and dunning/complaint management
- Implementation and monitoring of possible and permissible rent increases
- Preparation, creation and implementation of service charge statements
- Recording defects
- Commissioning the rectification of defects and monitoring the implementation of repairs
- Processing insurance claims
- Monitoring all payment transactions (for all income and expenditure)
- Bank account management (for the owner) including deposit account
- Owner representation towards authorities, banks, insurance companies, lawyers, tradesmen and service companies, etc.
- Accounting management for the owner including preparation of a monthly rent surplus statement