

D&S
Property
Management

Setting Higher Standards in Block Property Management at Reasonable
Prices



1) ABOUT US

D&S Property Management is an independent property management company, specialising in block management, centrally located in London.

We are a small/medium sized company, enabling us to offer you the bespoke service you deserve, which can be tailored to your specific needs and requirements, for continuity we provide you with your own dedicated Property Manager.

We work with a flexible approach in mind as we believe one size does not fit all. You can either enter into our standard agreement or we can sit down with you and select a package that would best suit your needs. Your package could be comprehensive for us to manage all or rather a selected package for us to manage some or any part of your building,

If you currently manage the building yourself or have a managing agent and have already issued the current years service charge demand, we could offer our services on a pro-rata basis. This will enable you to trial our services and experience the professionalism and speed in which we work, saving you time and money.



We have been working in the Block Management Property Management field for post 15 years.

Along with our Qualified Property Managers, we have an in-house Property Solicitor to help and advise you on your Leasehold/Freehold/Company decisions.

We make it our business to keep up to date with all current legislation and regulations ensuring you that you are protected and not left vulnerable.

Transparency



Experts



Regulated



you get all of this as standard



2) OUR SERVICES

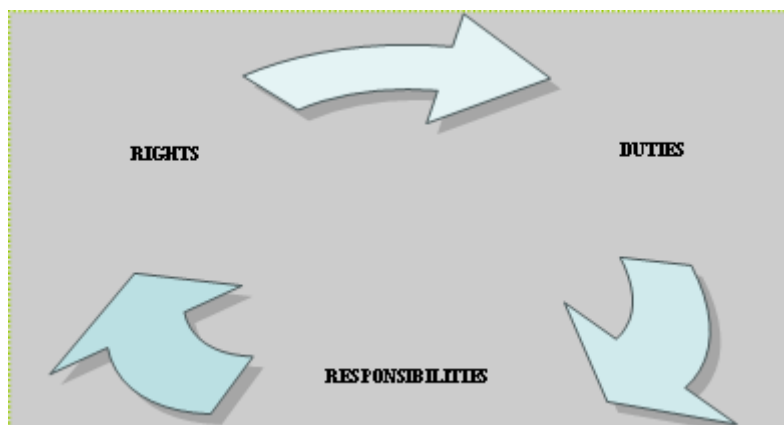
Our services are subject to the terms of the leases and of any written agreement. For an annual fee D&S Property Management can offer the following services:

- a) Prepare and submit service charge statements
- b) Collect service charges and bank in your blocks dedicated bank account so that it produces bank statements and your account is paid the interest.
- c) Request payment for ground rent
- d) Pay for general maintenance out of funds provided and ensure that service charges and all outgoing monies are used for the purposes specified under the lease and in accordance with legislation.
- e) Produce annual spending estimates to calculate service charges and reserves (where applicable), as well as administering the funds.
- f) Produce and circulate service charge accounts and supply information to tenants and any residents' association, liaising with and providing information to accountants where required.
- g) Administer building and other insurances' if instructed and authorised,
- h) Arrange and manage contracts or services in respect of engineering equipment, for example, lifts, pumps and boilers.
- i) Arrange periodic health and safety and fire risk assessments in accordance with the statutory requirements, and, where necessary, in liaison with the relevant public authorities.
- j) Visit the property to check its condition and deal with minor repairs to buildings, plant, fixtures, and fittings. An appropriate frequency for visits should be agreed with the client.



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- k) Deal reasonably and as promptly as possible with enquiries from tenants having regard to any requirements or constraints in the written agreement.
- l) If instructed, on behalf of clients engage and supervise staff such as caretakers, gardeners, and cleaners (if staff are employed at a property the annual fee may be increased to reflect the additional work).
- m) Keep records on tenancies.
- n) Keep clients informed on changes in legal requirements, including any statutory notices and other requirements of public authorities, and check compliance with lease terms.
- o) Advise on day-to-day management policy.
- p) Escalate, with the clients consent, in the collection of unpaid ground rent and/or service charges, subject to any statutory procedures that need to be followed.



we work hard for you so that we get it right for all



3) ADDITIONAL SERVICES

As part of the terms of engagement, a 'menu' of charges for duties outside the scope of the annual fee could include the following (some of these charges may be the responsibility of individual tenants):

- a) Preparing specifications, obtaining tenders, and supervising substantial repairs or works
- b) Preparing statutory notices and dealing with consultations where qualifying works or qualifying long term agreements are proposed
- c) Attending courts and tribunal proceedings in connection with the property managed
- d) Advising on rating, planning, improvement, other grants and valuations;
- g) Considering tenants' applications for alterations, or formal recognition of a tenants' association
- h) Advising on and dealing with assignments of leases, subletting, change of use and Home Information/Landlord Pack requests
- i) Preparing schedules of dilapidation or condition in respect of individual dwellings
- k) Employing and working with other advisors in connection with the property



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- m) Giving information to prospective purchasers, vendors or their agents of the leasehold interests in the individual dwelling, as required under Home Information/Landlord Pack Regulations
- n) Answering specific enquiries from tenants and prospective purchasers or their legal advisers, including pre-contract enquiries
- o) providing accommodation for meetings and inspections of documents in connection with the property managed
- p) working outside normal office hours
- q) dealing with non-routine matters
- r) advising on termination and handover of management and service contracts
- s) carrying out the duties of a company secretary
- t) recruiting and employment of site based staff
- u) undertaking additional duties with a landlord as required under the Right to Manage and
- v) advising on and dealing with long term maintenance plans.

4) OUR FEES

- a) From £99 – £600 per flat – this could be slightly more or less it depends on the level of service required.
- b) From 10% – 20% of any Major Works or whatever the set fee stated is.
- c) From 4% of any works we do not manage, if administration or collection of money is required
- d) Other fees that are chargeable under the terms of the lease, such as those under section 3)



CONTACT US

Website: www.dandsproperty.com

Email: info@dandsproperty.com

Office Telephone: 0203 3475 9935

Mobile Telephone: 0797 974 0152

Office 85 Great Portland Street

Address: FIRST FLOOR

London

W1W 7LT

D&S Property Management Limited
is the trading name for D&S Management Services Ltd,
Registered in England and Wales
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