

Property Management Packages

Services	Silver	Gold	Platinum
Financial and Banking Services			
Banking transaction facilitation	✓	✓	✓
Bank statements		Twice a year	Once a year
Mortgage payments management		✓	
Rent Collection	✓	✓	✓
Leasing Services			
Property listing and professional photoshoot	Free	Paid	Basic
Arrange property viewing for potential tenants	✓	✓	✓
Property marketing	Free	Paid	Basic
Managing other real estate agents		✓	✓
Negotiation and finalizing the deal for leasing	✓	✓	✓
Key handover	✓	✓	✓
Security deposit and advance rent collection	✓	✓	✓
Lease renewals	✓	✓	✓
Contracts Management and Government Registrations			
Drafting contracts for government registration	✓	✓	✓
Registration of contracts with government	✓	✓	✓
Ejari Registration	✓	✓	✓
Electricity and water connection/disconnection		✓	
Cable/Internet/Phone connection & disconnection		✓	
Property Maintenance			
Pre-moving inspection and cleaning services		✓	
Move out inspection and key collection	✓	✓	✓
Maintenance Management Contract*		✓	✓
Air Conditioning and Chiller Maintenance*		✓	✓
Pest control services*		✓	✓
Electric works, plumbing, woodwork and other services as and when required for maintenance*		✓	✓
Facilities Management			
Complete facilities management contract*		✓	✓
Coordinating with developer for amenities issues	✓	✓	✓

Services	Silver	Gold	Platinum
Legal Services and Dispute Management (Ref. 2)			
Drafting legal contracts for properties		✓	
Legal issues management		✓	
Dispute arbitration		✓	
Signing of agreements		✓	
Coordination Services			
Coordination between tenant and landlord	✓	✓	✓
Coordination with banks	✓	✓	✓
Coordination with government authorities		✓	
Follow up calls with tenant incase of default		✓	✓
Coordination for maintenance services	✓	✓	✓
Coordination with lawyers		✓	
Coordination with developer		✓	
Online Services			
Online property status enquiry		✓	✓
Online complaint and suggestions		✓	✓
Reports			
Financial report including bank statement		✓	✓
Property maintenance report		Twice a year	Once a year
Facilities management report		✓	
Legal status and task report		✓	
Market research report		✓	
Tenants feedback report		✓	
Report on new laws and regulations for real estate		✓	✓

1. Please note that our team will analyze your property and will share a detailed quotation. We will present the price of each package, however, you also have the liberty to pick and choose from an al'a carte' menu of services represented above.

2. Required documentation should be presented by the owner for legal proceedings.

*Additional fee will be paid by the landlord as per the contract or maintenance agreements to the respective suppliers and service providers.