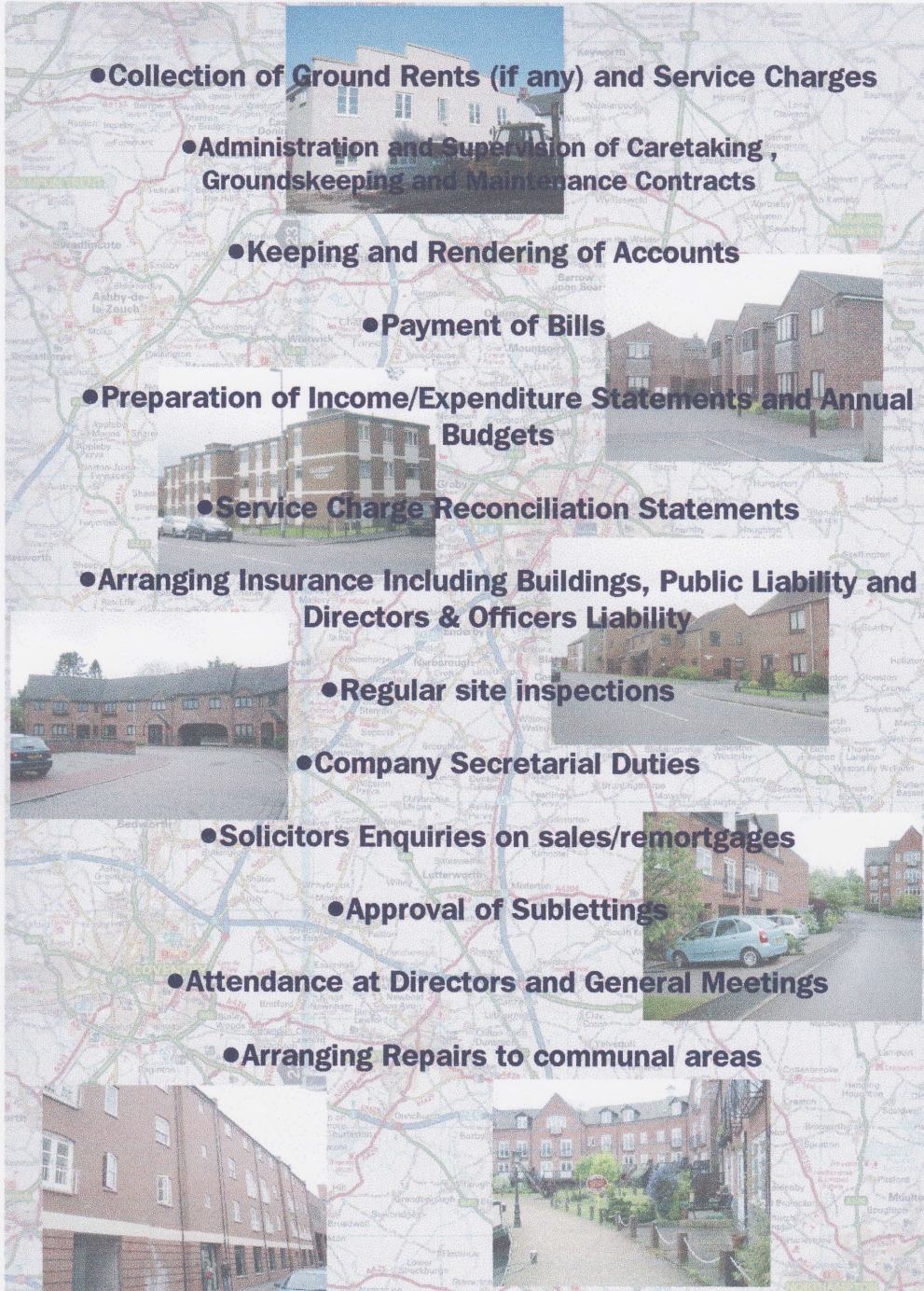


# SPECIALIST "BLOCKS OF FLATS" MANAGEMENT SERVICES



- **Collection of Ground Rents (if any) and Service Charges**
- **Administration and Supervision of Caretaking, Groundskeeping and Maintenance Contracts**
- **Keeping and Rendering of Accounts**
- **Payment of Bills**
- **Preparation of Income/Expenditure Statements and Annual Budgets**
- **Service Charge Reconciliation Statements**
- **Arranging Insurance Including Buildings, Public Liability and Directors & Officers Liability**
- **Regular site inspections**
- **Company Secretarial Duties**
- **Solicitors Enquiries on sales/remortgages**
- **Approval of Sublettings**
- **Attendance at Directors and General Meetings**
- **Arranging Repairs to communal areas**

## Commercial Property Consultants

3 The Horsefair • Hinckley • Leicestershire • LE10 0AN

Telephone: (01455) 251535 Fax: (01455) 635320

Website: [www.faulknerandcompany.co.uk](http://www.faulknerandcompany.co.uk)

Email: [commercial@faulknerandcompany.co.uk](mailto:commercial@faulknerandcompany.co.uk)

