



PROFESSIONAL MANAGEMENT SERVICE FOR COMMERCIAL PROPERTY



ASH Chartered Surveyors have experience in acting for a variety of management clients, ranging from private individuals to the public sector and major PLC companies.

With an ever changing legislative framework, an in depth and practical knowledge of the workings of property management are essential from both the landlord and tenant viewpoints. We believe that our primary function as managers is to ensure that the maintenance of your property and its services is undertaken in such a manner as to enhance the value of your interest.

Our aim is to provide a management service to our clients which is positive, comprehensive and forward thinking.

A qualified Chartered Surveyor is allocated to oversee the management of each property. Management is undertaken in accordance with the RICS Code of Practice. The holding of clients' money and service charge accounting are in accordance with RICS Regulations.



OUR MANAGEMENT PHILOSOPHY

It is the policy of ASH Chartered Surveyors to offer property management services carefully tailored to the requirements of each of our clients and to the particular needs of your property. We have an extensive base of local tradesmen and contractors to call upon so that we can ensure levels of service, response times and price.

THE MANAGEMENT SERVICE

We have detailed below some of the services offered within our packages to clients. It is our policy to carefully tailor the requirements of each of our clients to the particular needs of their property.

- Collection of Rent
- Collection of Service Charge
- Annually prepare Service Charge Budgets
- Prepare the company accounts for filing by the Company Secretary at Companies House
- Payment of costs through an authorised budgetary approvals process in accordance with the RICS Code of Practice and Regulations
- Answer residents' queries
- Planned and preventative maintenance
- Dealing with emergency repairs and insurance claims
- Recommendations for management efficiencies
- Supervision of vetted and qualified contractors
- Reporting on a regular basis
- Regular inspections and liaising with tenants
- Pursue unpaid service charge. Debt collection to be undertaken where necessary
- Health & Safety and advice on other statutory regulations
- Regular gas, water and wire testing as required by law

QUALITY SYSTEM

We have a quality system in place and are registered to ISO 9001; 2008, registered No. 5041.

Should you require a detailed management proposal tailored to your needs, then please do not hesitate to contact Pollyanne Schreuder BSc FRICS (01452 300433 or pjs@ashproperty.co.uk) or Alastair Mylechreest BSc (Hons) MRICS (01452 300433 or am@ashproperty.co.uk).