

WHAT WE DO [HEADING ONLY]

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Sales & Lettings

Our services are available for both *landlords looking for a professional approach to their letting business and prospective tenants* who appreciate the need to use professional service of highly professional estates managers. It does not matter if you are an experienced tenant or landlord- Our services are guaranteed to make a difference for you.

For expats, and landlords you will surely benefit from our awesome client advice and support during the process. For example, we may offer options as to complete those fixes that need to be completed to meet the needs of a fine tenant. We also may save you money along the way, by negotiating and concluding your tenancy agreement.

As often is for expatriates and out of town tenants, you need in-depth knowledge of local dynamics before you decide if any house is suitable to you -irrespective of how beautiful that house maybe. Our job is also to give you, our independent assessment and advice you as to whether the property is suitable for your circumstances and needs. Ultimately, we accept that you make your own decision. For the expats however,

we usually offer you some insights into local market dynamics, security and risk challenges posed by the locality, accessibility, social and cultural life. Say, we are your first point of call, your safe hand in a completely strange place to you.

Property Management

Commercial and Residential letting can be of a serious challenge to owner who has limited time, and it can be complicated for those who are new, inexperienced investors. Also, management refers to aspects of regular maintenance, general and specific maintenance and cleaning. Contact us before it is too late. In some cases, we are happy to be your investment partners. Do inquire about options we may have, for your *renovation financing*.

Financial

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- Rent Collection – In this instance, landlord must provide us with separate instruction for us to do so
- Service Charge Administration -
- Service Charge and Rent Accounting and Reporting
- Tenant Credit Control- if
- Insurance payments/collection -only where tenants are required to contribute towards insurance.

Landlord and Tenant

- Lease Compliance
- Tenant Applications
- Developing Business Relations
- Informal Dispute Resolution

Statutory Building Compliance

- Health and Safety
- Fire Risk Assessment
- Electrical Testing.
- Gas safety inspections and Certificates
- Asbestos Management – where buildings require to do so

Property Maintenance

- Contract Administration
- Planned Maintenance
- Dilapidations (through use of third-party specialist Building Surveyors)
- Building Surveys (through use of third-party specialist Building Surveyors)
- Insurance Claims

- Valuation –

- We provide valuations suitable for the business we do. Commercial valuations are required for several purposes. These include:
 - Sales
 - Purchase
 - Mortgage / loan security.
 - Company accounts
 - Company mergers/Acquisitions and takeovers
 - Strategic planning
 - Expert Witness
 - Taxation
 - Recovery
- Please note: The methodology and report presentation is highly governed and varies between sectors and the purpose of the valuation. For more sophisticated services, our affiliates registered surveyors will take instructions and report to you. Contact us for valuation requirement. We provide services through our panel of certified and approved valuers. Clients we act for include banks and building societies, investors, trusts and private individuals, accountants, solicitors and property companies.
- If you would like further advice relating to commercial property valuation or would like to obtain a quotation for undertaking a valuation for any of the purposes outlined above, please contact us

Lease Renewals

- When considering a lease renewal, tactics and timings are vital and both parties are advised to take early advice. Of course, technical knowledge is required – but this must be coupled with practical experience and honed negotiation skills. Following an initial consultation our fees are often performance related. If you would like further advice relating to lease renewals or would like to obtain a quotation for undertaking a lease renewal, please contact us.

• Property Investment

- Advising on property investment calls upon our breadth of experience. We closely monitor current market sentiments; we understand landlord and tenant issues as they apply to each property; we regularly check banking requirements and attitudes to property sectors, and we track changes in investor requirements.
- We provide personal Director level service and expertise when advising on property investments. We are able to sell or acquire with the service tailored to meet our clients' needs and the attributes of each investment. We will advise you on values and future strategies including potential development or alternative uses.

Property Development:

- We are not just advisors- we are very much experienced property developers in town. Our decade long experience also covers project management for several high profile commercial and residential buildings in town. We continue to advise on the acquisition and disposal of potential development sites, both commercial and residential. Our experience with planning and

infrastructure issues relating to development sites assists clients in delivering financially appraised opportunities.

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Consultancy :

- We analyse your existing premises, lease terms and suitability together with your business needs before we recommend the best course of action to make your property work for you. This may involve:
 - Lease restructuring.
 - Sale and leaseback
 - Refurbishment
 - Relocation
 - Portfolio strategy
 - Asset management

Development

- We advise on development of land and property for a wide range of commercial and residential uses from start to finish to maximise profitability. This may include, among other things advertising on:
 - Project management including appointing contractors and external advisors.
 - Identifying potential planning issues and solutions.
 - Market research and advising on potential uses, demand and values.
 - Achievable rents and prices of completed schemes.
 - Negotiating agreements that meet core statutory requirements.
 - Optimising square footage, value and profitability of schemes.
 - Advising on infrastructure solutions, costs and planning.
 - Advising on master planning, site coverage and layout.

Expert Witness:

- It's okay with us and we understand that in business, disagreements and disputes may occur. And sometimes without a fault of your own. When things are not going well we are here to assist. If you are currently involved in a dispute and require independent and impartial expertise then we offer the specialist expertise together with the credibility of the Experts who understands the process including how to write Expert reports, give evidence in court and be a credible witness. Sometimes, we may make recourse to the best minds we have in commercial law and who will be able to provide you with specific investment risk exposures.

Viability Studies :

- Most developments face a stakeholder judgement call- is it viable or not? Our work focus on private sector developer and often the question of self-financing or self of the servicing facility financed by the bank is a lingering question. We conduct an informed scheme viability analysis based on our understanding of (a) proposed architectural design (b) local market dynamics (c) value of the investment. The value of the investment is not to be taken as equivalent of the

building value. Viability appraisals are free to make all reasonable and necessary assumptions and forecasts in formulating a judgment as to the viability of a proposed development.

Fire Insurance Valuations:

- For insurance companies, banks and tenants it is vital important that you are sure that the premise you are investing is fire risk assessed and if there are remedies that need to be done; ensuring the right team is in charge. We can provide recommendations as to who may be able to meet the remedial actions through our approved team of professionals.
- It's all okay, before the fire strikes. And all sudden, the landlord realises he was not sufficiently covered. The loss of rental revenue and of course; the tenant who may have lost his lifetime infrastructure (machinery, equipment) and stock. Ensuring your property is adequately insured in case of fire, weather or other damage is vital and often overlooked. Many people wrongly believe fire insurance reinstatement values are the same as market values and this can be a very expensive mistake in the event of a claim.
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- *Contact Us* so we can provide you e Fire Insurance Valuations to make sure you have sufficient cover. With Insurance cover for tenanted or leased property also needs to protect the landlord from loss of rental income if your tenant must vacate whilst damage is repaired.
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