

### DEVELOPERS AND CONSULTANCY

Blenheims has significant experience working with developers and investors on newly constructed residential properties and estates as well as refurbishment properties. This aspect of property management requires a specific skill set and a thorough understanding of the way in which new residential estates are constructed and marketed. In addition we have worked closely to assist Administrators, Receivers and Lenders offering a range of solutions to resolve individual block and estate management problems as may be required.

When we work on a new development we aim to ensure that a solid foundation is set up from the start to minimize any unforeseen issues and allow the development to run smoothly from day one. We achieve this by working closely with our Clients' Legal, Sales and Technical teams to develop good relationships between all parties from the outset.

Specific services that Developers may find of interest include:

- Involvement at planning stage to develop service charge structures & management schemes
- Providing information & support to sales and marketing teams regarding management and service charge matters
- Solutions on the management and accounting of partially occupied estates and review of Developer void contributions
- Specifying appropriate equipment, services, staffing and finishes to buildings' common parts and shared areas
- Ongoing active management from the first completion
- Liaising with legal teams and lawyers on the drafting of leases
- Preparation and structuring of management proposals
- Incorporation of Limited Companies
- Estimates of costs
- Insurance
- Out of Hours Support
- Collection of Ground Rent
- Management Handover Meetings

Following handover of the estate to Blenheims, our normal management service starts, which includes

- Regular site inspections
- Management and payroll of portering or caretaking staff (where appointed)
- Instruction, supervision and payment of suppliers and contractors
- Monitoring all routine maintenance contracts such as cleaning and gardening
- Provision of annual estimates of service charge
- Issuing service charge demands
- Annual accounting

#### **THERE ARE ALSO A NUMBER OF OTHER SPECIALIST SERVICES WE ARE ABLE TO PROVIDE DEPENDING ON YOUR REQUIREMENTS:**

##### **SPECIAL PROJECTS**

These could include developing information packs for residents with house rules and regulations or reappraising arrangements for sub-letting, licences for alterations, and the way in which these are dealt with by a Client's solicitors. We have significant experience in these matters and can provide samples where required.

##### **SURVEYING**

The firm's building surveying department put a great deal of effort into understanding each building in detail and have a good rapport with building companies to achieve effective costings and good quality work. Most major works contracts such as external refurbishments are handled in-house in this manner.

##### **ROLLING MAINTENANCE PROJECTS**

Planned maintenance programmes have been produced for a number of our buildings which take into account the likely frequency of maintenance and renewal works such as re-carpeting or lift overhauls and their forecast future cost. These programmes enable sinking funds, special collections and budgets to be set up and adjusted which helps us and our Clients to ensure that residents and leaseholders enjoy a well-maintained building without unforeseen and unwanted additional collections having to be implemented.

##### **INSURANCE SERVICES**

Blenheims operate a comprehensive block policy for much of the portfolio currently underwritten by Axa which provides competitive premiums and enables Clients to benefit from economies of scale and superior claims handling.

##### **COMPANY SECRETARY**

The firm is able to provide a Company Secretarial and Registered Office service where required.

##### **OTHER SERVICES**

We retain close links with a number of professional firms such as solicitors, surveyors and estate agents.