

## INVESTORS

We act for a number of small and large investors in both residential and commercial property and have provided innovative solutions to relieve them of the burden of any day to day involvement. We have particular expertise in mixed use buildings which are typically shops with flats above and have a number within the portfolio.

Of particular propriety to our investor Clients are:

- Prompt rent collection
- Liaison with tenants
- Prompt, cost effective management of repairs and maintenance
- An accounting structure to accommodate differing types of tenant
- Letting and management of individual units through our sister company, Campions Letting and Management

Our management services for investor Clients include all the normal management services we would supply to all our Clients, but structured and reported on in a way that suits the individual Client.

- Regular site inspections
- Management and payroll of portorage 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 Aviva 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.