



## **FLAT BLOCK MANAGEMENT**

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e-mail: [info@chesters-uk.com](mailto:info@chesters-uk.com)

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Members of:

The Royal Institution of  
Chartered Surveyors

The Association of Residential  
Letting Agents

The Residential Landlords Association

### **CHESTERS and CHESTERS COMMERCIAL**

are a long established independent firm of general practice Chartered Valuation Surveyors providing a comprehensive and efficient service covering most aspects of the property profession.

The Property Management Department and Residential Lettings office provides up to date marketing and management techniques with a fully computerised service for landlords with a single property or a portfolio. The membership of respected organisations within the property profession ensures professionalism, integrity, quality of service and security of money held.

Valuations, surveys, estate agency and general professional services of residential, commercial and industrial properties are available within the organisation thereby providing the full spectrum of property consultancy.

### Other services offered by **Chesters** and **Chesters Commercial**

- Lettings & management
- Building surveys
- Homebuyers reports
- Valuations
- Commercial agency
- Rent review negotiations
- Rating appeals
- Schedules of condition
- CPO compensation advice
- Acquisitions advice

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### **Why employ a managing agent?**

In many cases the responsibility for the upkeep and administration of their flat block is left to lay residents who, through no fault of their own, have little experience in property management or the complexities that surround the running of a limited company. A competent managing agent can take care of these responsibilities.

### **Why choose Chesters?**

**Chesters** have many years experience in this field and offer a comprehensive package which includes:

- Overseeing the maintenance of the flat building, gardening, window cleaning etc.
- Collecting the service charge by direct debit and dealing with arrears if necessary.
- Paying accounts to contractors and any professional advisors eg. accountants.

- Maintaining proper and detailed accounts of all income and expenditure on our fully computerised accounting system.

- Liaising with accountants and ensuring all statutory liabilities of the management company are fulfilled.

- Dealing with insurance claims on the buildings insurance policy on behalf of the management company.

- Ensuring that a sinking fund is accumulated for future capital expenditure.

- Liaising with solicitors on the change of ownership of a flat including the apportionment of the service charge.

- Drawing up annual budget statements and proposing the level of the future service charge requirement. Attending Annual General Meetings and directors' meeting as required.

- Dealing with general enquiries from residents.

**Chesters** membership of the Royal Institution of Chartered Surveyors and the Association of Residential Letting Agents ensures that all funds held on your behalf are fully bonded and protected whilst also ensuring professionalism and integrity.

### **A service tailored to your requirements.**

Should you not wish to take the benefits of our full management package but require a more limited service we can cater for your requirements. For example you may wish to undertake the day to day running of the company but need someone to collect and assess the service charge due.

### **How much will it cost?**

As all flat developments are different so are the requirements of the management company. We will be pleased to quote for our services after a brief appraisal of the building has been undertaken without obligation or cost.