

ABODE PROPERTY

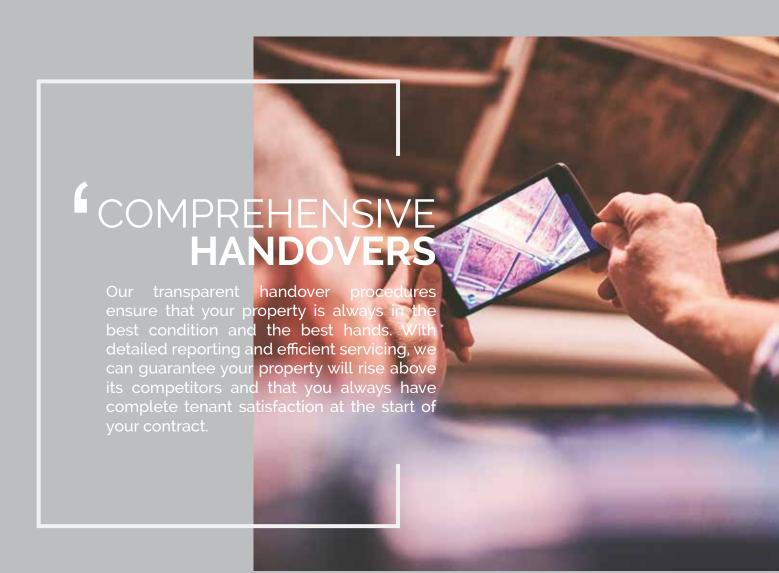














PROPERTY MANAGEMENT SERVICES

PACKAGE	PLATINUM 8%	GOLD 5% Ick box to so preferred page.	
LEASING		REPAIRS & MAINTENANCE	
Locate & secure new tenant Prepare & administer tenancy consupporting documents	tract &	Handle tenant's complaints Handle cleaning when tenant occupies / vacates a unit (individual cost is payable	*
Liaise with landlord & tenant to exrenewals & collect rent related particles and the payments on behalf of landle payments on behalf of landle payments.	yments	separately) Manage routine maintenance work	~
including handover of keys Promote units for sale that are und agreement & liaise with tenants di		INSPECTION OF PROPERTY Inspect property bi-annually	
viewings according to governing l		Prepare a property inspection report when tenant occupies / vacates a unit	Y
VIRAL MARKETING Prepare professional presentation	of property	Routine inspection during tenancy Prepare a detailed property inventory (if	*
for marketing purposes Advertise on company website & property portals	other 🗸 🗸	furnished) ACCOUNTING SERVICES	
Advertise in local publications	✓ ✓	Pay contractors on behalf of landlord Prepare & issue annual financial reports to	\
EJARI REGISTRATION, UTILITY PA	YMENTS & COLLECTION	landlord Handle community services	✓
Process Ejari registration (registra additional)	* *	Refund security deposit when tenant vacates the unit & handle any deductions (if applicable)	✓
Connect & disconnect DEWA (DE payable separately)	WA fee is	Address all routine maintenance work	✓
	we services along with the terms 8 nual fee directly from the first renta	k conditions in the Property Management Agreement. I ag al payment.	gree
Full Name:		Abode Property:	
Signature:		Signature:	
Date:		Date:	

Documents required:

- · Title deed or Sales of Purchase Agreement
- Passport copy of owner & if resident in UAE in clude Residence Visa & Emirates ID
- · Signed Property Management Agreement
- Company documents if applicable i.e. Trade License



HEADQUARTER

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CONTACT US

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