

ABODE PROPERTY

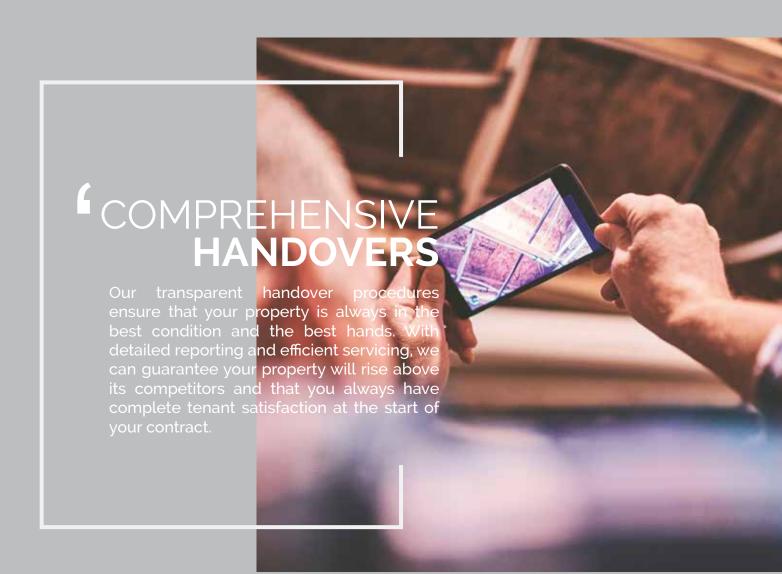














PROPERTY MANAGEMENT SERVICES

PACKAGE PLATINUM 7%	GOLD 5% Tick box to select preferred package
LEASING	EJARI REGISTRATION
Locate & secure new tenant Prepare & administer tenancy contract & supporting documents	Process Ejari registration (registration cost is additional)
Liaise with landlord & tenant to execute lease renewals & collect rent related payments	REPAIRS & MAINTENANCE
Handle paymentson behalf of landlords, including handover of keys Promote units for sale which are under a lease agreement & liaise with tenants directly for	Handle tenants complaints Handle cleaning when tenant occupies/ vacates a unit (individual cost is payable separately)
viewings according to governing laws	Manage routine maintenance work
VIRAL MARKETING	UTILITY PAYMENTS & COLLECTION
Prepare professional presentation of property for marketing purposes	Connect & disconnect DEWA (DEWA fee is payable separately)
Advertise on company website & other property portals	
Advertise in local publications	ACCOUNTING SERVICES
INSPECTION OF PROPERTY	Pay contractors on behalf of lanblord Prepare & issue annual financial reports to landlord
Inspect property bi-annually	Handle community services
Prepare a property inspection report when tenant occupies/vacates a unit	Refund security deposit when tenant vacates the unit & handle any deductions (if applicable)
Prepare a detailed property inventory (if furnished)	Address all routine maintenance work
I hereby confirm to the above services along with the term to the deduction of the annual fee directly from the first re	s & conditions in the Property Management Agreement. I agree ntal payment.
Full Name:	Abode Property:
Signature:	Signature:
Date:	Date:

Documents required:

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



HEADQUARTER

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CONTACT US

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