

Rental management

1. Initial management and assistance with tenant questions and doubts.
2. Communication channel, personalized and professional assistance to the owner.
3. Communication channel, personalized and professional assistance to the tenant.
4. Rent collection management.
5. Manage collection of utilities, bills or fees that cannot be directly debited to the tenant.
6. Home insurance contract management.
7. Monthly reporting on expenses and income to the owner and tenant.
8. Management of collection of fees or other payments that cannot be directly debited.
9. Claim in due time and form in case of late rent payment.
10. Manage late payment of utilities and fees.
11. Calculation and communication of annual rent updates.
12. Personalized and PROFESSIONAL management of any communication between tenant and owner.
13. Prepare contract modifications that may arise during its term.
14. Legal advice for any issues that may arise during the contract.
15. Manage community breakdowns.
16. Manage communication with the community (does not include attendance at meetings).
17. Manage breakdowns covered by insurance or not.
18. Manage repair payment.
19. Manage improvements in the property during the duration of the contract.
20. Possibility of financing improvements.
21. Monitor improvements and manage payment.
22. Coordinate gas inspections and manage payment.
23. Control expirations and extensions.
24. Prepare the tenant or owner's notice document.
25. Negotiate extensions.
26. Prepare and manage extension signatures.
27. Issue an annual summary of income and expenses for the property owner's income tax purposes.
28. Communicate and coordinate with the owner's tax advisor.
29. In case of non-payment, mediate with the tenant to resolve the conflict amicably and as quickly as possible.
30. Attendance at the lawyer office in case of non-payment.
31. Coordination and attendance in handing over the keys at the end of the contract.
32. Inventory and property review to detect damage and anomalies.
33. Account holder change for utility contracts.
34. Recover the deposit made with the Balearic Housing Institute (IBAVI) of the Balearic Government.
35. Proposal for the settlement of the deposit.
36. Refund the corresponding deposit balance.
37. Coordinate tasks to prepare the property.