

		Mandate of Management	Mandate of Management +	Mandate of Management ++
Setting up the tenant	Determining the rental value of the property for leasing or releasing			
	Advertising the property			
	Organizing and carrying out the viewing of the property			
	Searching for new tenants			
	Checking and verification of the leaser's files			
	Writing up and signing of the lease			
	Writing up the assessment of inventory upon arrival			
	Restitution of the tenant's complete file			
	Constitution of the Bank Warrantees			
Financial and Bookkeeping Management	Quarterly management report	☑	☑	☑
	invoice and tax payment	☑	☑	☑
	detailed account at end of rental	☑	☑	☑
	rent receipt and endorsement management	☑	☑	☑
	rent renewal		☑	☑
	tenant / owner bookkeeping	☑	☑	☑
	detailed accounts of service charges and tenant costs	☑	☑	☑
	annual service charge regularization		☑	☑
	payment of deposits		☑	☑
	monthly reports			☑
	assistance in filling out your property taxes declaration			☑
	other help in fiscal declarations			
Administrative Management	tenant insurance management	☑	☑	☑
	informing the owner of the tenant moving out	☑	☑	☑
	assessment of property after the tenant moves out	☑	☑	☑
	fixing the rental value	☑	☑	☑
	evicting the lessee		☑	☑
	writing up of the deeds (amendments, renewal clause)		☑	☑
	lease renewal			☑
	terminating management mandate after cancelation			☑
keeping and managing the Mandate records			☑	
Management of Maintenance and Repair Work	inform the proprietor of the necessity of any extra repair work other than usual maintenance as well as regulatory diagnosis and the pertaining works	☑	☑	☑
	carrying out everyday tasks and realize minor repairs (5%excluding tax of the works)		☑	☑
	following up on the development of the work in progress		☑	☑
	draw up files for grant requests			☑
	payment of requested work		☑	☑
	goods in VEFA purchase of property not yet complete: assistance at delivery and meeting the requirements for final acceptance			☑
	sign and cancel contracts, in case of work to be done write up an insurance claim for work damage			☑
Management of Representations and Procedures	following up on rent payment	☑	☑	☑
	Suivie et Gestion des dossiers contentieux	☑	☑	☑
	management of water damage claims not included in the work (filing for a claim, appointments for insurance assessments, etc.)		☑	☑
	Management of any litigation (with or without legal service)/summons to all jurisdictions			☑
	Representation during the general board meeting of co-proprietors and towards the associations			☑
Management of Rental Warrantees	Pay insurance premiums	☑	☑	☑
	Manage compensations	☑	☑	☑
	Declare and follow up damage claims		☑	☑

	Not Included
☑	Included
	Optional