

# Property Management Packages

	BRONZE	GOLD most popular plan!	PLATINUM
<b>TENANT SOURCING</b> Advise market price, professional photography, online marketing, internal/external agent promotion, monitor viewing numbers, property promotion strategy	✓	✓	✓
<b>RENTAL CHEQUE MANAGEMENT</b> Rent & security deposit collection, cheque deposit service, hold security deposit	✓	✓	✓
<b>MOVE-IN SERVICES</b> Tawtheeq application, ADDC application, gas connection, chilled water connection, move-in Inspection, inventory list	✓	✓	✓
<b>TENANCY RENEWAL</b> Renewal reminder to both parties, renewal negotiation, rental cheque collection, tawtheeq application	✓	✓	✓
<b>MOVE-OUT SERVICES</b> Move-out application with the developer, facility management, documentation and clearances, handover of keys / access cards, pre-move out inspection (upon request), move-out inspection with detailed inspection report, quotation generation for fixing up of the property, property fix-up supervision, snagging and de-snagging services prior to handover or move-in of new tenant		✓	✓
<b>SECURITY DEPOSIT SETTLEMENT</b> Detailed breakdown report, settle security deposit	✓	✓	✓
<b>BILL PAYMENT</b> Service charge payment assistance, utility bill payment assistance	✓	✓	✓
<b>MAINTENANCE SOLUTION LIAISON</b> Maintenance liaison, obtain quotation, ensure quality of maintenance work		✓	✓
<b>GOVERNMENTAL COMPLIANCE</b> Tawtheeq account management, other adhoc assistance (i.e. troubleshoot tenancy contract issues)		✓	✓
<b>LEGAL REPRESENTATION (POA) Power Of Attorney</b> Bounced cheques collection, attending sales transfer on behalf of the client, sign or collect legal documentation, rental dispute settlement, liability letter issuance from designated bank/s  <b>SALES &amp; POST SALES ASSISTANCE</b> Sales viewing arrangement, sales promotion, settlement of utility account after the sale transfer			✓
<b>ADHOC ASSISTANCE</b> Credits in assisting to resolve any other issues unspecified (or AED 100/hour)	0 hr	4 hr / yr	10 hr / yr
Whichever is higher	AED 4,000 or 3% of annual rent	AED 5,000 or 5% of annual rent	AED 7,500 or 8% of annual rent

Subject to 5% VAT