



LH Property Services Ltd.

LH Property Block Management

BLOCK MANAGEMENT INTRODUCTION

We have a wealth of experience in Residential Block Management and are able to offer a fully comprehensive management package or a service tailored to the needs of the client.

We act on behalf of freeholders, residents associations and management companies and manage a range of properties from small and large purpose built blocks of flats to private residential estates and mixed use developments.

MAINTENANCE AND REPAIRS

It is essential to ensure the proper upkeep of a property by means of regular maintenance.

We are experienced in programming day-to-day maintenance and repairs and are able to prepare and arrange contracts for gardeners, cleaners, window cleaners, door entry systems, drain management etc.

We can also arrange for ad-hoc and emergency repairs and maintenance such as plumbing, electrical and roofing.

In addition, we are able to prepare specification of works for major works of repair and improvements such as internal and external redecoration, re-roofing, re-building, re-surfacing roadways etc and serve the Section 20 Consultation Notices, as required by current legislation.

ACCOUNTING

Bookkeeping is undertaken to an exceptionally high standard and records of account are updated daily.

We will also send a complete set of financial records to an accountant at the end of a financial year in order for the accountant to produce the service charge statement or financial statement for the company (if applicable) to comply with current legislation and company law.

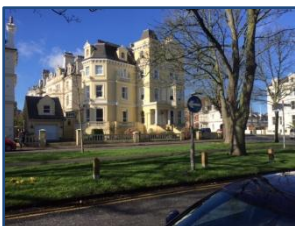
SECRETARIAL DUTIES

Every resident's management company must have a Company Secretary to act as its administrator.

We are able to offer Secretarial duties. As part of this position we will file the Annual Return for the Company, issue Share Certificates, appoint and resign Directors and members, keep a record of officers, and act as co-signature for contractual documents.

We can also offer our office address as the Registered Address for the Company to ensure that all important documents are received by us and are acted upon efficiently and professionally

TYPICAL BLOCKS WE MANAGE



Block Management web site: www.lhpropertyservices.co.uk/block-management



Director: Elizabeth Smith & Bryan Smith Registered in England No. 04700935

