

BLOCK MANAGEMENT

Michael Parkes Surveyors acts on behalf of individuals, trusts, pension funds and corporate occupiers and investors. We have a diverse portfolio including residential and commercial properties throughout Kent and South East London.

Block Management

Block management is the management of a block of flats and includes managing the day to day maintenance and repair of buildings and external areas, landscaping, cleaning, insurance, utilities etc. Our RICS membership reassures our clients of the highest professional standards and further, you can rest assured that all client monies are protected and held strictly in accordance with the code.

We care about our customer's property management needs and we aim to give an excellent customer experience and provide value for money. Transparency and communication with a personal touch is key to our service.

Our staff are very experienced and undertake regular continual professional development to ensure we are completely up to date and able to provide you with the best possible advice.

We have a great network of professional contacts including solicitors, in house valuers, contractors, engineers, professional bodies, in house Town Planner etc which means we can ensure we provide you with well rounded advice and experience.

We already manage properties in Kent and across the South East and are experienced in working in Blackheath, East London and the Isle of Dogs.

We also write various articles which you can find under "Latest News" on our website to keep you well informed.

We:-

- ◆ Produce, monitor and review the annual service charge budgets to enable recommendations to be made to the client as to the levels at which the services charges are set and to liaise with accountants in the preparations of the accounts.
- ◆ Provide clients with regular statements of income and expenditure in respect of financial positioning.
- ◆ Meet with lessees and carry out regular site inspections.

Head of Property Management

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Michael Parkes

PROPERTY MANAGEMENT



- ◆ Ensure sufficient buildings insurance is in place and deal with emergency works and repairs, as well as providing advice on the procedures to follow should a claim arise.
- ◆ Respond to routine enquires raised by lessees/clients/potential clients either by phone, email, or writing and ensure any necessary information is circulated.
- ◆ Administer contracts for the provision of services provided to the common areas and deal with the authorisation of payment of accounts rendered by contractors.
- ◆ Issue demands to lessees for service charges, ground rents, major works/ section 20 requirements and manage arrears.
- ◆ Attend AGM's, EGM's, and directors meetings and take notes/minutes where necessary.
- ◆ Deal with solicitor enquiries and ensure lease terms are enforced and advise where necessary on lease covenants.

"We also have an office in
New Bond Street, London"

Managing Director

Denise Ford MRICS

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