

## COMPREHENSIVE PROPERTY MANAGEMENT SERVICES

- **Availability for Emergency Repairs 24/7**  
Immediate response to urgent issues ensures your property is always protected and guests are never inconvenienced.
- **Management of All Maintenance & Repair Projects**  
End-to-end oversight of routine and complex maintenance work, handled with precision and care.
- **Monthly Expense Reporting for Owners**  
Transparent, itemised financial reporting delivered regularly for complete peace of mind.
- **Payment of All Bills and Invoices**  
Timely and accurate processing of all property-related expenses, ensuring seamless financial management.
- **Insurance & Inventory Management**  
Safeguarding your assets through meticulous inventory control and comprehensive insurance coordination.
- **Alarm & Security System Oversight**  
Ongoing monitoring and management of security protocols to ensure maximum safety at all times.
- **Obtaining Quotes for Major Repair Projects**  
Sourcing reliable vendors and competitive pricing for significant maintenance work.
- **Servicing of Appliances, Fire Extinguishers & Gas Certifications**  
Scheduled maintenance to uphold safety standards and compliance with local regulations.
- **Pool & Garden Maintenance**  
Regular care and upkeep to ensure pristine outdoor spaces that reflect the luxury of your property.
- **Regular Quality Control Inspections**  
Frequent checks to maintain the highest standards of cleanliness, presentation, and functionality.
- **Management & Training of Housekeeping Staff**  
Recruitment, supervision, and continuous training to ensure impeccable service standards.
- **Supplying of Cleaning Materials & Housekeeper Uniforms**  
Provision of premium cleaning products and professional attire for a consistent, polished image.
- **Prompt Attention to Minor Repairs**  
Swift resolution of small issues before they escalate, maintaining operational excellence.