



Appendix A Services for Property under Lease Agreement.

A1. Owner Representation during Pre-Rental Period

1. Suggestion of competitive rental price after taking into consideration the market conditions.
2. Suggestion of various ways to promote the Property i.e. press, internet, contact with interested parties etc
3. On behalf of the Owner the presentation of the Property to potential tenants.
4. Screening and presentation of potential tenants to the Owner
5. In association with the Lawyer we provide assistance in the completion of the rental agreement according to Owner's requirements.

A2 Property Maintenance Services during Pre-Rental Period

1. Maintenance of the Property at a suitable and presentable condition by cleaning, ventilating and making sure that all appliances are functioning properly.
2. Periodic visits of the Property
3. Handling request for repairs and maintenance i.e. plumbing, electrical etc
4. Recommend professional labour in case of repairs and maintenance
5. Collection of mail and forward if necessary.
6. Paying Property's monthly bills for electricity, water, common expenses etc.
7. Unscheduled Property checks following extraordinary weather conditions or emergency situations.
8. Itemized and computerized monthly reports including accounting information and description of the Property's condition.

A3 Property Services during Rental Period

1. Move-in Property's inventory statement.
2. Making sure all contract clauses are adhered to by tenants.
3. Collecting deposit and monthly rents.
4. Settle the rent income after Owner's instructions i.e. bank deposit, payment of expenses.



5. Periodic (Pre-agreed) inspections of the Property, ____ per ____ month(s) in order to avoid unwarranted situations like additional tenants or sub-letting
6. Immediate contact with the tenant in matters of urgency and liaison with the Owner.
7. Reminding the tenant of the time frame regarding contractual obligations renewal and expiry.
8. Itemized and computerized monthly reports including accounting information and description of the Property's condition

A4 Property Services during Post Rental Period

1. Move-out inventory statement and evaluation of the property condition.
2. Provide a list of all the necessary work that needs to be done in the Property i.e. repairs, painting etc.
3. Handling repair quotes and present them to the Owner.
4. Supervising and coordinating the work.
5. Disbursing of all tenant deposit refunds.
6. Final preparation of the Property in order to be in a suitable condition for renting.
7. Unscheduled Property checks following extraordinary weather conditions or emergency situations.
8. Settle Property's monthly bills for electricity, water, common expenses etc after tenants departure
9. Itemized and computerized monthly reports including accounting information and description of the property's condition

Please specify any additional services that are not included and you would like us to offer you:



Appendix B Services for Property under Owner's Private use.

Standard Service Package

1. Periodic visits of the Property - during Owner absence
2. Handling request for repairs and maintenance i.e. plumbing, electrical etc.
3. Recommend professionals labour in case of repairs and maintenance.
4. Unscheduled Property checks following extraordinary weather conditions or emergency situations.
5. Paying all the bills i.e. electricity, common expenses
6. Itemized and computerized monthly reports including accounting information and description of the Property's condition

Additional Services

1. Maintain Property at a liveable condition
 - Cleaning and ventilating the Property before and after the Owner's visit
 - Maintenance of gardens
 - Maintenance of swimming pools
2. Welcome pack (shopping) – in coordination with the Company
3. Transportation arrangements from and to the airport
– in association with a professional driver
4. Periodic inspections of the Property during building works including:
decoration, maintenance, and repairs

Please specify any additional services that are not included and you would like us to offer you:
