

BROWN&CO BLOCK AND ESTATE MANAGEMENT

Proactive and professional services
from your local property experts



Property and Business Consultants

Residential | Commercial | Agricultural

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BROWN&CO



- ✓ Detailed day-to-day building management
- ✓ Management of on-site contractors
- ✓ Monthly on-site inspections
- ✓ Chairing resident's association AGMs
- ✓ Preparing annual service charge budgets
- ✓ Management of any major works
- ✓ Managing insurance claims
- ✓ Accounts management
- ✓ Dealing with solicitor enquiries
- ✓ Lease extensions and alterations
- ✓ Debt management

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EXPERTS IN PROPERTY MANAGEMENT

At Brown&Co we believe our clients should be able to enjoy their home and feel proud of where they live. With the correct Block and Estate Management Services in place this can be stress free. We have an experienced and professional team that manages a broad spectrum of residential blocks, commercial property and estates. Over time, as a result of our practical hands-on and efficient approach, we have built up a local reputation that is second to none.

Our management portfolio comprises of everything from blocks containing four properties, through to a development of over 300 flats. We have experience in managing properties for clients ranging from private freehold investors, to national developers and residential management companies.

OUR SERVICES

At Brown&Co, our service is all about our client's needs, ranging from changing a lightbulb or fixing a broken lock, all the way through to the major works that may be needed to ensure that the individual site is kept to a good standard. By employing Brown&Co to manage your site, you are not just appointing a standard Flat Block Management Company, you are appointing property professionals that will work on your behalf and build a bespoke management package to cater for your site's individual needs.

BROWN & CO



“For many years Brown & Co has managed the communal areas at the 306 flat complex at Thorpe Park. Strategic management and financial control provides a well-managed development, increased values and created a sought after residential development.”

Chairman of Thorpe Park Management Co. Ltd.

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OUR CLIENTS

Our clients have a property manager dedicated to their block or estate and a member of our accounts team to assist with any financial or service charge queries as required. We work closely with Developers, Freeholders and Residential Management Companies to fully understand the service required.

DEVELOPERS

We work closely with developers to ensure the handover process is smooth. We can assist from the start of the project to give an accurate service charge for when it comes to sale and, can ensure all health and safety matters are upheld from start to finish.

RESIDENTIAL MANAGEMENT COMPANIES

We appreciate that Residential Management Companies care about their building, and want the very best. We can assist you with the running of your building and ensure you are always kept informed as to what is going on.

FREEHOLDERS

We work with freeholders to ensure Blocks are compliant and protect liability. We collect ground rents on behalf of freeholders and deal with the day to day running of the building, making the investment stress-free.

BROWN & CO

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- ✓ Monitoring all new legislation and regulations
 - ✓ Health and Safety compliance
 - ✓ Managing Fire Risk in shared areas
 - ✓ Legionella Control and Monitoring
 - ✓ Asbestos Management
 - ✓ Obtaining quotes for works required under the various audits, instructing contractors and overseeing the works to completion
 - ✓ Electrical Installations

COMPLIANCE

Shouldering the burden of Health & Safety and Fire Risk Management to ensure full compliance with current legislation.

In a world where Health & Safety and Fire Risk Management legislation is becoming ever more onerous, we ensure your property portfolio complies with the latest requirements. Our management service will minimise the risk of any incidents, and demonstrate that the appropriate measures were in place should a claim arise.

We deal with the day to day management of Health & Safety issues and put maintenance programmes in place to cover the works required.

We implement the requirements of Fire Risk, and oversee Water Safety as well as matters such as Asbestos Management. A health and safety risk assessment is carried out as well as any other requirements required for the specific building.

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"I have always found Brown&Co to be very responsive to queries. When repairs are required, their panel of contractors have been quick and efficient."

Resident of a Norfolk Residential Block
Managed by Brown&Co

CONTRACTORS AND MAJOR WORKS

We hope it doesn't happen too often but sometimes major works are required. We are on hand with knowledge of local contractors; with our RICS chartered surveyors, architects and property managers to assist with and oversee any works required, we have it covered.

We give the leaseholder an opportunity to nominate a contractor to carry out the works under a S20 Notice, ensuring the contractor is competitively priced and, where possible, local to the area. We are on hand to answer any questions, and can meet on site if required, whether this be a health and safety matter or cyclical maintenance in line with the terms of the Lease.

- ✓ Overseeing the project through to completion
- ✓ Liaising with contractors
- ✓ Gathering quotations
- ✓ Roof repair and replacement
- ✓ External and internal redecoration
- ✓ Driveway and road repairs
- ✓ Structural works
- ✓ Fire safety works
- ✓ Emergency works

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- A close-up photograph of a hand with light-colored nail polish holding a yellow pencil. The hand is positioned over a black calculator keyboard, with the index finger resting on the number '4' key. The background is blurred, showing what appears to be a person in a white shirt.
- ✓ Regular inspections of the common parts
 - ✓ Arranging, supervising and regularly reviewing all routine services required with contractors and responding to ad-hoc maintenance & repair matters
 - ✓ Ensuring the services are undertaken in accordance with government legislation
 - ✓ Implementing compliance matters
 - ✓ Preparing budgets of future expenditure and liaison with tenants
 - ✓ Professional service charge demands issued
 - ✓ Reconciling service charge accounts and serving on the tenants
 - ✓ Retaining copies of all management and maintenance records
 - ✓ Professional IT management and accountancy packages
 - ✓ Provision of secure client account facilities
 - ✓ Quarterly or monthly statements showing the service charge account and VAT position.

SERVICE CHARGE COLLECTION AND BUDGET MANAGEMENT

We recognise that property management should be cost efficient whilst providing reliable management solutions, taking the stress out of communal maintenance issues. We provide a pro-active service charge collection and budget management service, ensuring budgets, account reconciliation and service charge demands are all undertaken in a timely and efficient manner.

All service charge accounts are continually monitored and we work closely and pragmatically with the leaseholders to ensure that the services provided to the common parts are relevant, cost efficient and maintained to a high standard for the longevity of the property.

It is a comfort to know that your money is safe, and with us, it will be. Brown&Co is a RICS regulated Firm; we operate two separate clients' accounts which are maintained in accordance with the RICS Members' Account Regulations. The clients' account will be audited in accordance with the RICS regulations Under the RICS Members' Account Regulations and there is a clients' money protection scheme.

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BLOCK AND ESTATE MANAGEMENT

For proactive and professional services contact
your local property experts



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