

## PROPERTY MANAGEMENT BUNDLE

### 1. WHAT KIND OF OWNER IS THIS SERVICE ADDRESSED TO?

- To the owner who is not on site or does not wish to manage the maintenance of his unit

### 2. OUR SCOPE OF WORK

- Keys Management
- Routine check and inspection of the unit + dusting - 2x/month
- Admin management (*management & accounting of deposits, revenues and expenses*).
- Access Management to agents & their clients for visits (*independently of the mandate given to HORIZON Properties*)
- Access Management to service providers for specific interventions
- Inventory Management & Procurement (*management of replacement of missing or broken items included*).
- Property Consumables Management
- Communication with Owner regarding status of the unit and major issues noted
- Preferred contact person to handle requests from & communication to Tenants

### 3. PRICING

- **SET UP FEE : Rs 5,000 + VAT**
- **MONTHLY FEE: Rs 8,750 + VAT / month**



# HORIZON

## PROPERTIES

### 4. TERMS & CONDITIONS

- Key management requires only Horizon having a copy of the unit's keys
- Unit will be checked twice a month
- No housekeeping is included in this bundle apart from a dusting
- Property Manager will be responsible for providing owner with quote + supervise maintenance works > to note that structural repair fall out of this scope of work (supervision & quote)
- Access management includes supervision of visits, interventions & stay
- Monthly communicate sent out to owner with update on state of unit + ongoing maintenance if any  
Supply of Horizon standard property consumable items are charged to Owners at cost
- Property Manager being the point of contact of the owner, long term tenant + person responsible for check-in & out for Long Term Tenants only (Short Term Rentals guest management + check-in & out available as Add-on)
- By opting for HORIZON Properties' management services, you agree that this service fee will be automatically deducted, each month, from your rent.
- By opting for HORIZON Properties' management services, you agree that rents will be transferred every 15th of the following month.

**DATE****OWNER's NAME****RESIDENCE  
& UNIT****SIGNATURE**

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# HORIZON

## PROPERTIES

### PROPERTY MANAGEMENT

### ADDITIONAL SERVICES - MAINTENANCE

#### A - CREATION OF INVENTORY “FROM SCRATCH”

##### 1. OUR SCOPE OF WORK

- Complete inventory in EXCEL format of all items present in the unit without an any previous document.

##### 2. PRICING

**“ONE-OFF” - Rs 6,250 + VAT**

##### 3. TERMS & CONDITIONS

- *Creation of the inventory in paper & digital format with accounting of all items present in the unit at time T of the inventory*

#### B - APPLICATION TO A THIRD PARTY SERVICE & NAME TRANSFER

##### 1. OUR SCOPE OF WORK

- Application for telephone line, Internet, TV, CEB, CWA from a service provider

##### 2. PRICING

**“ONE-OFF” - Rs 3,200 + VAT per occurrence/account**

##### 3. TERMS & CONDITIONS

- *Application for phone line, internet, TV, with local providers*
- *Does not include / cover any set-up / third party set-up costs*



# HORIZON

## PROPERTIES

### C - CONTRACT APPLICATION FOR GARDEN OR POOL MAINTENANCE

#### 1. OUR SCOPE OF WORK

- Recommendation & Selection of the partner, contracting and operational set-up of the service in the Unit

#### 2. PRICING

**FORFAIT "ONE-OFF" - Rs 3,200 + VAT**

#### 3. TERMS & CONDITIONS

- *Does not include management of recurring payments for said supplier*
- *Does not include management of said supplier*

### D - GROCERIES & AMENITIES PRE-STOCKING

#### 1. OUR SCOPE OF WORK

- Purchase for the owner or tenant of the foodstuffs according to a shopping list defined in advance

#### 2. PRICING

**"ONE-OFF" - Rs 3,200 + VAT (+ Cost of Groceries)**

#### 3. TERMS & CONDITIONS

- *Shopping list defined in advance by the owner and per availability at the local supermarket*
- *Purchased food items are stored in the unit prior to arrival.*

### E - SYNDIC REPRESENTATION & REPORTING

# HORIZON

## PROPERTIES

### 1. OUR SCOPE OF WORK

- Attendance and representation of the owner at the Syndic's Meeting
- Report on the proceedings and decisions taken at the meeting

### 2. PRICING

**"ONE-OFF FEE" - Rs 5,000 + VAT**

### 3. TERMS & CONDITIONS

- Upon receipt of the signed power of attorney document allowing us to represent the owner.
- The report is sent to the owner within 3 working days.

## F - INVOICES PAYMENT MANAGEMENT

### 1. OUR SCOPE OF WORK

- Based on recurring monthly invoices, payment of the invoice on behalf of the owner

### 2. PRICING

**MONTHLY Payment - Rs 1,250 (+ VAT) per account** (CEB + CWA + MT = 3 accounts)

### 3. TERMS & CONDITIONS

- Does not include the regular management of the payments of this provider / supplier
- Does not include the management and supervision of the service provided by that provider / supplier

## H - PROCUREMENT OF DECOPACK & UTENSILS

### 1. OUR SCOPE OF WORK

- Coordination through external/specialized service providers - i.e we will assist you with sourcing, ordering and reception of FF&E

# HORIZON PROPERTIES

## 2. PRICING

“ONE-OFF” - Rs 25,000 + VAT

## 3. TERMS & CONDITIONS

- The actual sourcing or decopack will be externalized through preferred service providers

## I - PLACEMENT OF DECOPACK & UTENSILS

### 1. OUR SCOPE OF WORK

- Taking reception & positioning the furniture & utensils in the unit

### 2. PRICING

“ONE-OFF” - Rs 25,000 + VAT

### 3. TERMS & CONDITIONS

- This service does not include the transportation to the unit
- The items will be placed based on pre-agreed set-up

DATE

OWNER's NAME

RESIDENCE  
& UNIT

SIGNATURE

