

Address

Suite 206, God's Grace Plaza, Plot 164 Peter Odili
Road, Trans Amadi, Port Harcourt

Telephone: 08036435811, 08052217066

Email: info@manordowproperties.com

COVER LETTER AND MANAGEMENT OF YOUR PROPERTY

Thank you for finding time to peruse these proposals that we have submitted at your property.

Almost every day real estate investor desires a satisfactory income from their investment without the inconvenience of having to manage and to attend to it. Our goal in **MANORDOW PROPERTIES LTD** is to manage our clients properties to the extent that their only involvement in their property is the rental income from the properties.

We offer letting, leasing and property management services for residential and commercial properties. We have been rendering this service over the years to our esteem clients and we have been managing properties under stewardship so efficiently.

We offer our expertise and professionalized techniques of managing your property. Our property management concept is found on professionalism, integrity, accountability and quality service that guarantees the maximum return on your investment, while maintaining your property at the highest standards to attract the best tenants possible.

Overleaf is a copy of our property management proposal. It should answer most of the questions regarding the service we render and our charges. We also request that you also give us the opportunity of meeting with you for detail discussion.

We appreciate your interest and we look forward to working with you.

Yours faithfully,

Livinus Adi
Managing Partner

Sequel, to our covering letter on property management, our services include:

- Tenant service and issues resolution
- Letting, leasing process
- Property maintenance and improvement
- Tenant records keeping
- Tenant screening
- Periodic inspection
- Estate planning and portfolio expansion
- Legal matters and eviction process

TENANT SERVICE ISSUES RESOLUTION

There is a strong relationship between rental profitability and the retention of responsible tenants. We work hard to minimize tenant turnover and its resulting vacancy expenses by developing strong landlord and tenant relationships based on prompt response to tenant concerns. We give expert advice to the landlord on issues to always avert unnecessary conflicts and avoidable crises.

We receive and handle complaints from tenants , such complains as repairs and maintenance, incidences between tenants within the property, request and all complains are followed up and resolved quickly to maintain tenant relationship.

LEETING AND LEASING PROCESS

We carry out comprehensive background check on every tenant before admitting them into our client property that we manage. We also ensure that the best tenants are the only ones we admit. We also ensure that the properties under our management are rented at the best rent the market will attract. We periodically conduct rental market analysis to ensure our properties are always rented at the best market rents.

TENANT RECORD KEEPING

We keep all relevant records of every tenant in properties we manage as it relate to the transaction and we handle such record confidentially and use them for the smooth running of our operation from the day a tenant is admitted into our management property until the end of the tenancy.

TENANTS SCREENING

We ensure that tenants are properly screened and subjected to every step of our process before considering them to be admitted. We also ensure that we inform the landlord on the outcome of our screening for consent before we accept the tenant.

As part of our screening process every information given to us by prospective tenant is verified for authenticity. And when it is found to be contradictory such as prospect will not be admitted.

PERIODIC INSPECTION

Before a new tenant will take possession of our management property we jointly inspect the property to verify the move in condition. During the rental period we carry out periodic drive-by inspections to check for apparent abnormalities and the state of the property and the tenant. A written notification will be sent to the tenant if a violation of regulations is noted. If necessary an interior inspection will be carried out on the property.

ESTATE PLANNING AND PORTFOLIO EXPANSION

For some people investing the real estate is about owning a property, but we in **MANORDOW PROPERTIES LTD** view every investment in real estate as an investment that should yield income and profit to the investor with this understanding on request from our clients, we give our client sound advice and guide on how to invest and make good return on investments in the real estate investment.

For some of our clients who have access to capital and who also have interest in expanding their investment in real and on request from such clients we guide and give sound advice

on easy ways to expanding their real estate portfolio and increase their income and profit from their real estate investment.

LEGAL MATTERS AND EVICTION PROCESS

We handle preparation of all legal documents on our management properties to govern all tenancy transaction.

In the event of evicting a tenant **MANORDOW PROPERTIES LTD** will be solely responsible for all legal charges to their legal team and will update the landlord on the procedure.

FEE FOR OUR SERVICES

We deduct a management fee of 5% on every rent paid by a tenant on properties we manage for our clients. And for estate planning and portfolio expansion, we negotiate our interest in line with the investment option taken by our clients.

In conclusion, as agents to our clients we understand that our primary duty is to protect the interest of our principles which is transferred to us on trust and this is our parameter in carrying out our responsibility as a firm. We always see that our interest is not in conflict with our principles interest but at all time in harmony with our principles interest because we know that it is our principals business that keeps us in business.

We thank you for your interest and we look forward to working for you.

Yours faithfully,

Livinus Adi
Managing Partner