

highfield estates

RESIDENTIAL MANAGEMENT

estate

management

specialist

all areas fylde coast

**CALL US FOR FULL DETAILS
01253 404882**

**PROPERTIES MANAGED FROM
FLEETWOOD TO LYTHAM ST ANNES**

**118,highfield road, blackpool,fy4 2jf
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www.highfieldstates.co.uk**

PROPERTY MANAGEMENT SPECIALIST

WHY CHOOSE HIGHFIELD ESTATES **TO MANAGE YOUR PROPERTY?**

- We simplify Residential Management
- We have relevant experience, of managing residential Developments, from 5 flats to 56 flats
- We are a local office with local knowledge, and we currently manage properties from Fleetwood, to Lytham St Annes
- We are a family owned and run business, which has been established over 10 years
- We are a small company, with friendly approachable staff
- We are fully up to date with legal requirements
- We always go the extra mile for customer satisfaction
- We are a property management specialist, specialising in Residential, Private Landlord and Commercial
- We can seamlessly transfer authority from your current Managing Agent / Resident's Association
- We will openly discuss our fees with you and tailor them to your needs
- We have a team of tried and trusted builders, contractors and surveyors, who we have built up over a number of years

Highfield Estates Property Management Specialist

OUR RESIDENTIAL MANAGEMENT **FULLY MANAGED SERVICE**

1. Regular property inspection
2. 24 Hour fault reporting service
3. Collection of maintenance charges, and administration of accounts
4. Recovery of Service Charge Arrears
5. Submit year end accounts to accountant, and liaise with him on all matters
6. Attend all resident meetings as called by the directors
7. Manage accounts
8. Arrange repairs and get estimates for major work (does not include the cost of this work)
9. Arrange building insurance and administer any claims
10. Arrange Directors, & Officers Insurance
11. Arrange Public Liability Insurance
12. Preparation of Budgets
13. Arrange for payment of bills
14. Supervise contractors, and service personnel
15. Arrange for cleaning of communal areas
16. Appoint and supervise gardeners
17. Answer resident queries
18. Recommendations for any improvements (ie installation of smoke detectors, no smoking signage)

ABOUT US

Highfield Estates provides a comprehensive property management service, which can be tailored to suit your individual requirements

We pride ourselves on delivering a professional service, in a truly personalised way, based on Highfield Estates' ethic that nothing is too much trouble

We work with you to enhance the value of your property, and free you from the burdens of management, without excluding you from the decision making process.

We are also employed by resident-run management companies to advise and perform all of the administration, while the decision making and control can remain with the resident directors of the managing resident's association.

Our service is always tailored to the individual property / block , as leases and property can vary so widely, however we always strive to provide our best practice to all our clients, coupled with a competitive fee structure, this is usually done on a fixed fee method per unit per year, this way all parties know exactly what is due.

We have surveyors and building contractors on board to perform surveys, and advise if your properties comply with relevant regulations

Contact us today to take the hassle out of managing your Property

We are a local family run company ideally suited to managing local properties and we have been established over 10 years

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