

We love being
your administrator

**Fincas
Sancho
Gil**



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At Fincas Sancho Gil we have more than 50 years of experience in the administration and marketing of real estate assets. Over the last 50 years we have been looking for the best way to optimise our customers' properties by managing owners' associations, marketing all kind of properties, identifying incidents, monitoring building works and of course helping both owners and tenants to find the best solution. After all, this is what our job is all about: to manage solutions. And we do our job with great pleasure.

OUR SERVICES:



Real Estate

Optimisation of the value and profitability of real estate assets



Owners

Management of properties with great professionalism to guarantee the proper functioning of the building



Marketing

Advice on purchase, sale, lease, exchange and sale & lease-back operations



Technical Service

- Identification of incidents
- Supervision of building works
- Controls, Technical Inspection of Buildings
- Projects



MANAGEMENT OF REAL ESTATE ASSETS

Preliminary Analysis

- Study of property, legal and town-planning aspects
- Visual and technical inspection of the property
- Analysis of the leasing situation
- Analysis of the functioning of the services available in the building
- Examination of the maintenance costs
- Examination of the insurance costs



Administration

- Formalisation of agreements
- Management of payment, collection and outstanding rents
- Issuance of rent receipts
- Monthly/quarterly settlements
- Handling labour affairs
- Ensuring mandatory inspections are undertaken
- Hiring labour for maintenance and improvement works in the building
- Calculation and periodic submission of tax return (VAT, PIT...)
- Management of people leaving/ termination of tenancy agreements
- Deposit and management of financial affairs
- Writing of the operating account report
- Adjustment of rents



OWNERS' ASSOCIATIONS

Preliminary Analysis

- Analysis of the financial situation of the owners' association
- Visual and technical inspection of the property
- Analysis of the functioning of the services available in the building
- Examination of the maintenance costs
- Examination of the insurance costs



Administration

- Setting-up of the owners' association
- Hiring labour for maintenance and improvement works in the building
- Management of payments to workers
- Management of payment collection from all co-owners
- Setting-up and management of a reserve fund
- Accounting management for the owners' association
- Drawing-up of an income & expenses summary report for the building
- Drafting and update of the Minutes Book
- Advice in case of doubtful debtors
- Ordinary and extraordinary shareholders meeting
- Negotiation and taking out of insurance policies
- Ensuring fulfilment of legal obligations
- Supervision and request of technical inspections



MARKETING OF REAL ESTATE ASSETS

The marketing service we offer is based on the following stages:

Stage 1

Analysis of the current rental/buying housing market situation in each one of the areas where the properties are located considering following aspects:

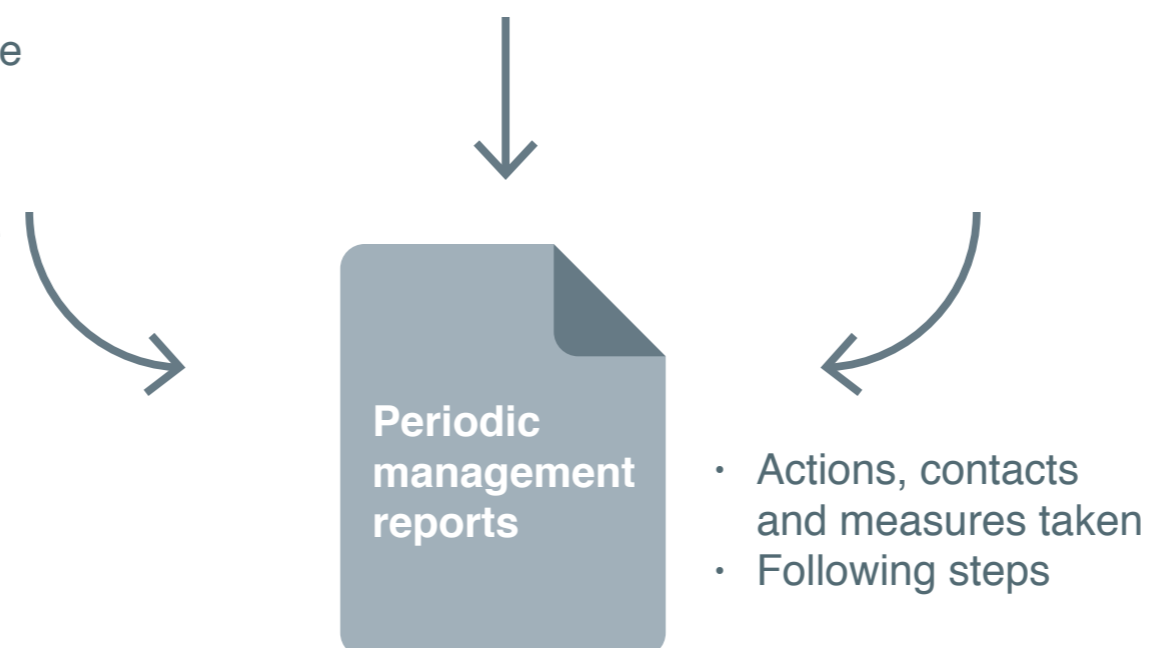
- Location of the property
- Current and future comparable properties available
- Selling/rental price m2
- Determination of market price

Stage 2

- SWOT analysis
- Definition of a commercial strategy
- Design of marketing tools
- Promotion of the product¹

Stage 3

Advice during the negotiation of the contractual terms and when closing the operation



¹ Through a sales or leasing mandate as established by Law 18/2007 of 18 December of Generalitat de Catalunya (Right to Housing Act)



TECHNICAL SERVICE

Preliminary Analysis

- Visit to the building site
- Elaboration of reports and design of projects
- Technical Inspection of Buildings
- Energy certification

Administration

- Comparative analysis of estimates
- Renewal of mandatory inspections
- Handling building permits
- Plans and renderings
- Flat redistribution
- Installation of energy systems
- Examination of installations



EXPERIENCIA



Management of a property and marketing of flats, offices and business premises located at Rambla Catalunya.



Galvany, promotion, management of the property and owners' association.



Eixample, management of the owners' association and promotion of flats to rent/to sell available in the building.



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