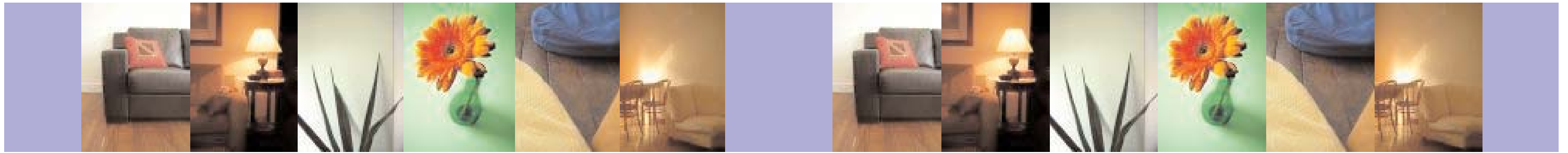


**Able Property Trust**

**Property Management  
Services**

**Able Property Trust, PO Box 6098,  
Nottingham, NG5 2LS  
Telephone: 00 30 697 420 6551  
UK phone number: +44 (0) 115 920 7788**

**The Property Management Company You Can Trust**



Established in 1995, Able Property Trust is an experienced UK-based property management and maintenance company with an extensive portfolio. The directors of the company were fortunate enough to purchase property in the Mani region of Greece in 2001 and would now like to offer their knowledge, help and expertise to other property owners and any new prospective buyers in the region.

Owning a second home, or your own new home, in any foreign country can sometimes be daunting. That is why Able Property Trust has set up a new, innovative and exciting company in Greece to help with all your property needs so that you can sit back, relax and let us do the work, even when you are not in Greece.

**ABLE PROPERTY TRUST:**

- ONE PHONE NUMBER**
- ONE CALL**
- ALL YOUR PROPERTY PROBLEMS SOLVED**

Our senior sales partner in Greece is Maria Korma. Her local knowledge and contact base are second to none and with Maria, whether you are fluent in Greek or a complete novice, you will never need to worry that your Greek is not quite as good as you would like. Maria has built up a large network of local, honest, punctual and trustworthy contractors who have been employed by the directors of Able Property Trust and come highly recommended. This means that from now on you only ever need one phone number to resolve any property issues that you may have. No job is too big or too small. We are here to help you.

We can also deal with non property matters too, so that whilst you are at your holiday home, you need never to concern yourself with anything other than your well deserved break.

We have a website which outlines in more detail the services that we provide and a full list of our charges. Please feel free to call us, or visit us at -

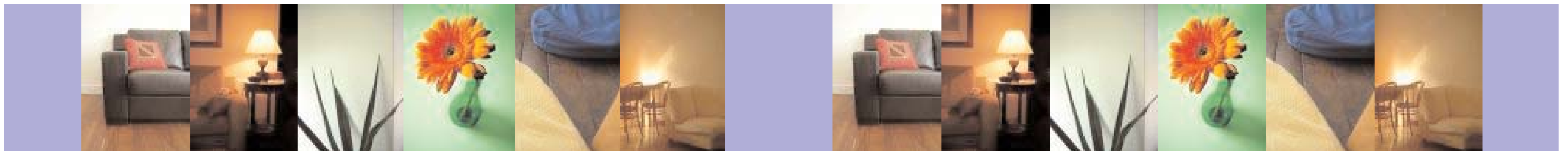
**[www.ablepropertytrust.com](http://www.ablepropertytrust.com)**

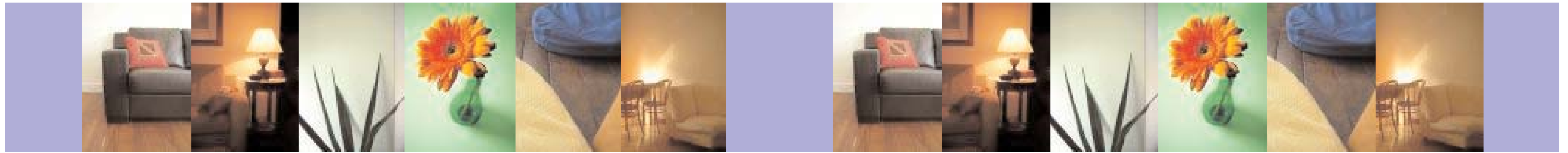
**EXTERNAL PROPERTY MANAGEMENT / MAINTENANCE SERVICES**

- Annual olive tree harvesting and oil production.
- Electrical repairs or upgrades and installations.
- Fitting and sourcing solar panels.
- Gardening maintenance, construction and landscaping.
- Installing watering systems in your garden.
- Iron gates and fencing installation and maintenance. Walls built and repaired.
- Patios, paving, pergolas, driveways.
- Painting. Resolving damp issues.
- Restoration and renovation.
- Roofing.
- Security advice and installation.
- Septic tank maintenance.
- Sourcing plants for the garden and planting.
- Swimming pool maintenance, pool covers and chemicals.
- Windows, doors and shutter maintenance, installation and manufacturing.

**INTERNAL PROPERTY MANAGEMENT / MAINTENANCE SERVICES**

- Air conditioning installation and maintenance.
- Bathroom installation and sourcing.
- Cleaning, laundry and ironing.
- Electrical repairs or upgrades and installations.
- Holding keys.
- Joinery works.
- Kitchen installation and sourcing.
- Painting.
- Paying utility bills electric, phone and water
- Plumbing emergencies and upgrades.
- Restoration and renovation.
- Security advice and installation.
- Shopping for guest's initial arrival, e.g. water, milk, bread, coffee and butter.
- Sourcing and arranging delivery of all household furniture and electrical appliances.
- Tiling.





### **PRACTICAL PROPERTY SOLUTIONS**

- Arranging house insurance for buildings and contents.
- Land investments.
- Legal help and advice from local solicitors and architects.
- Long term renting - providing, sourcing and managing.
- New property builds. Sourcing, planning and building.
- New swimming pool builds.
- Restoration and renovation.
- Short term renting - providing, sourcing and managing.
- Mortgage advice.

### **OTHER USEFUL SERVICES**

- Assistance with flights and travel plans.
- Car hire.
- Helping plan excursions and trips.
- Medical assistance with doctors and hospitals.
- Transfers from and to the airport.
- Booking of taxis.

**Our company mission is to provide the very best property management and maintenance service in the Mani region of Greece.**

Word of mouth is always the best form of advertising, so tell everyone you know that we are here to help. When you use our services, we guarantee you will not be disappointed.

**Able Property Trust - The management company you can trust.**

### **OUR PRICES**

#### **Start of season spring clean**

If you have been away from your property over the winter months and you do not wish to use our programmed visits service, there is a good chance that your house will require a good spring clean. We can ensure that the electricity and water supplies are working, test electrical appliances, check light bulbs, clean the interior and exterior, tidy up your garden and balconies. Please contact us for a quote. The approximate price will be **100.00 Euros**.

#### **Basic welcome packs**

This will include water, juice, milk, tea, coffee, bread, butter and a bottle of wine. If you require any additional items please email us prior to your arrival and give us a couple of days' notice. Basic cost **25.00 Euros**.

#### **Preparing your home prior to your arrival**

This includes airing the house, defrosting the fridge and freezer, cleaning and mopping floors and balconies, dusting, cleaning windows and shutters and making up the beds. We supply all cleaning materials.

*Cost*

**1 bed properties - 35.00 Euros**

**2 bed properties - 56.00 Euros**

**3 bed properties - 70.00 Euros**

#### **Cleaning during your stay or your guests' stay**

This will include a change of bed linen, towels, cleaning your bathroom and kitchen, floors and balconies. We supply the cleaning materials.

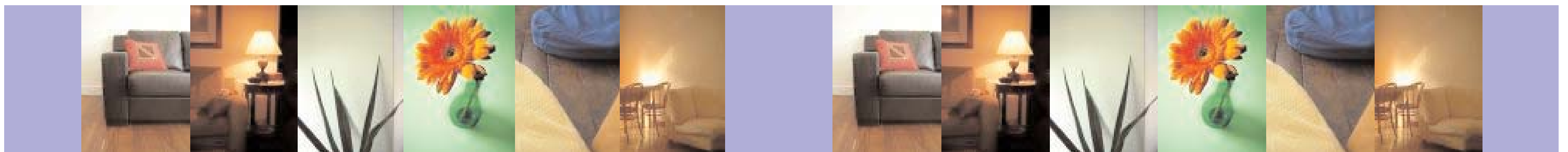
*Cost*

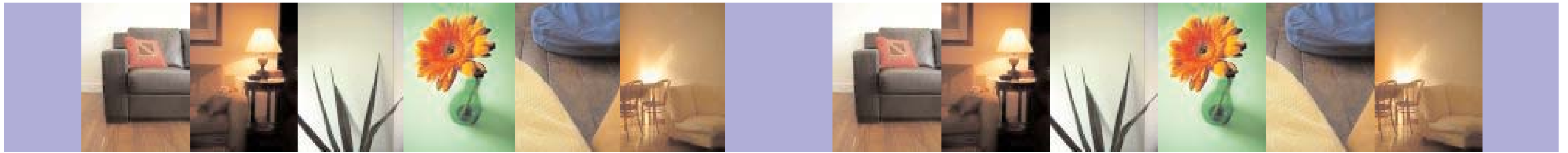
**1 bed properties - 30.00 Euros**

**2 bed properties - 46.00 Euros**

**3 bed properties - 60.00 Euros**

We can also do your laundry and this can be quoted for separately.





### **Call outs and emergencies**

We recommend that our contact details should be left in your property so that your guests can contact us should they come across any problems.

#### *Basic Costs*

**Between 7.00am and 7.00pm 20.00 Euros per callout up to 1 hour**

**From 7.00pm to 7.00am 40.00 Euros per call out up to 1 hour**

Any jobs / works required will be quoted for on a pro rata basis. This applies to any emergency call outs.

### **Key holding**

Monthly Charge - **5.00 Euros**

### **Programmed inspection visits**

The inspection will include key holding, checking electric and water supplies, watering the garden, checking your mailbox for utility bills. External and internal inspection to ensure there are no problems. If we see a problem, we will let you know and give you an estimate for works required. We will also email you photos to your designated email address to show you live photos of your house.

#### *Costs*

**One visit per month - 25.00 Euros**

**Two visits per month (fortnightly) - 45.00 Euros**

**Four visits per month (weekly) - 65.00 Euros**

If you wish to pay an annual fee for this service, we can do weekly inspections for a fee of **2000.00 Euros** payable in advance.

### **Collection and payment of utility bills**

Have your electricity, water and phone bills paid on time and avoid unnecessary disconnection and reconnection fees.

Cost from **8.00 Euros** per bill.

We will require a mutually agreed sum of money to be held on account. We will not pay your utility bills until we have received cleared funds. Receipts will be posted for your records.

### **Swimming pool maintenance visits**

Our contractors will visit your pool and check the operation of the filters and pump, clean as required and can supply chemicals if required.

Cost per visit from **30.00 Euros** excluding chemicals. Initial opening up of your pool after winter costs from **175.00 Euros**.

### **Shopping**

If you require any shopping, then please provide us with your list and we will deliver your groceries prior to your arrival.

Cost from **10.00 Euros** per trip

### **Long term property rentals and short term property rentals**

We can advertise your property to rent for a long period or a short period. We will advertise your property on [www.rightmove.co.uk](http://www.rightmove.co.uk) and locally in the area. We will vet prospective tenants and draw up the legal contracts. We will also cover any emergencies that your tenants may have.

#### *Costs*

**Advertising your property - 150.00 Euros**

**Drawing up contracts - 75.00 Euros**

**Management fee - 10% of collected rents**

### **General maintenance costs**

Each job will be quoted for separately no matter how big or small. Estimates for any works can be provided on request.

### **Other useful services**

Whether you choose to rent a car, book a trip, see a doctor or arrange transfers to and from the airport, we can organize this.

Cost from **10.00 Euros** per hour.

**Even if you may only need our phone number for property emergencies, keep our details handy and do not forget to tell other people that you know who own a property. We are here to make your life easier. Call us or email us at - [maria@ablepropertytrust.com](mailto:maria@ablepropertytrust.com) or [jez@ablepropertytrust.com](mailto:jez@ablepropertytrust.com).**

