



Kilpatrick & Co currently manage commercial properties over a wide area across the South East, South West and up to the Midlands. Our existing clients include private individuals, property investment companies and trusts. We manage a range of property investments from single properties to portfolios and cover the retail, office and industrial property sectors. Our property management service is fully computerised and is designed to relieve the client of the day to day responsibility of managing the property, whether having to ensure that the tenant complies with its covenants or the organisation of the landlord's responsibilities and obligations. By this means, the client is left free to deal with the wider aspects of their investment policy, without the distraction of routine matters and tenant enquiries, whilst we focus on minimising costs and maximising values. We have regard to the RICS Guidance Notes on Commercial Property Management and client accounts are subject to annual inspection in accordance with RICS regulations.

We offer a wide range of expertise, incorporating a professional, efficient and personal service, including:-

Rent/Accounting

- Invoicing and collection of rent service charge & insurance premiums
- Administration, collection and reconciliation of service charge
- Pursuit and recovery of rent arrears
- Maintaining detailed account records
- Quarterly or monthly statements to clients
- Maintenance of VAT records and returns to HM Customs & Revenue

Property Management

- Periodic inspections and tenant liaison ensuring lease compliance
- Organisation and supervisions of landlord's maintenance & repairs
- Preparation of condition and dilapidation surveys
- Tenant and client liaison and reporting
- Advice regarding Health & Safety, DDA compliance, Asbestos, IEE wiring and other statutory requirements
- Rent reviews, lease renewals and valuation advice
- Advising upon tenant requests on lease assignments and licences for alterations, etc.
- Re-letting and management of vacant properties

For further information about our services or to arrange an appraisal & fee quotation please contact:-

Andrew Kilpatrick a.kilpatrick@kilpatrick-cpc.co.uk
Conor McVie c.mcvie@kilpatrick-cpc.co.uk



01793 643101

Kilpatrick & Co, Istabraq House, 42-44 Commercial Road, Swindon SN1 5NX
email: post@kilpatrick-cpc.co.uk fax: 01793 616378