



Your property  
in safe hands.



Part of Clarion Housing Group

**RESIDENTIAL SERVICES**



Let us manage your property - you've got better things to do.

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At Grange, our reputation is built upon delivering first class property management services for apartment blocks right through to complex mixed-tenure estates, and everything in-between. Our clients benefit from the first-line support of a dedicated Property Services Help Desk, all overseen by their own Property Manager to ensure the smooth running of the property, allowing residents to simply get on with life, and enjoy the place where they live.

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*" I like that personal touch,  
the fact that they care about the  
property, and the fact they care  
about the service they provide."*

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**Neil Anderson, resident leaseholder  
(Resident Management Company Director)**

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*" The team from Grange  
work really hard to make  
this such a wonderful  
place to live."*

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**Frankie Todd, resident leaseholder  
(Graylingwell Park, Chichester)**

# Our Residential Property Management Services include:



## Financial Accounting Services

- Ground rent and service charge collection
- Client service charge account management
- Credit control - debt recovery
- Setting service charge budgets and regular expenditure reporting
- Production, certification and distribution of service charge accounts



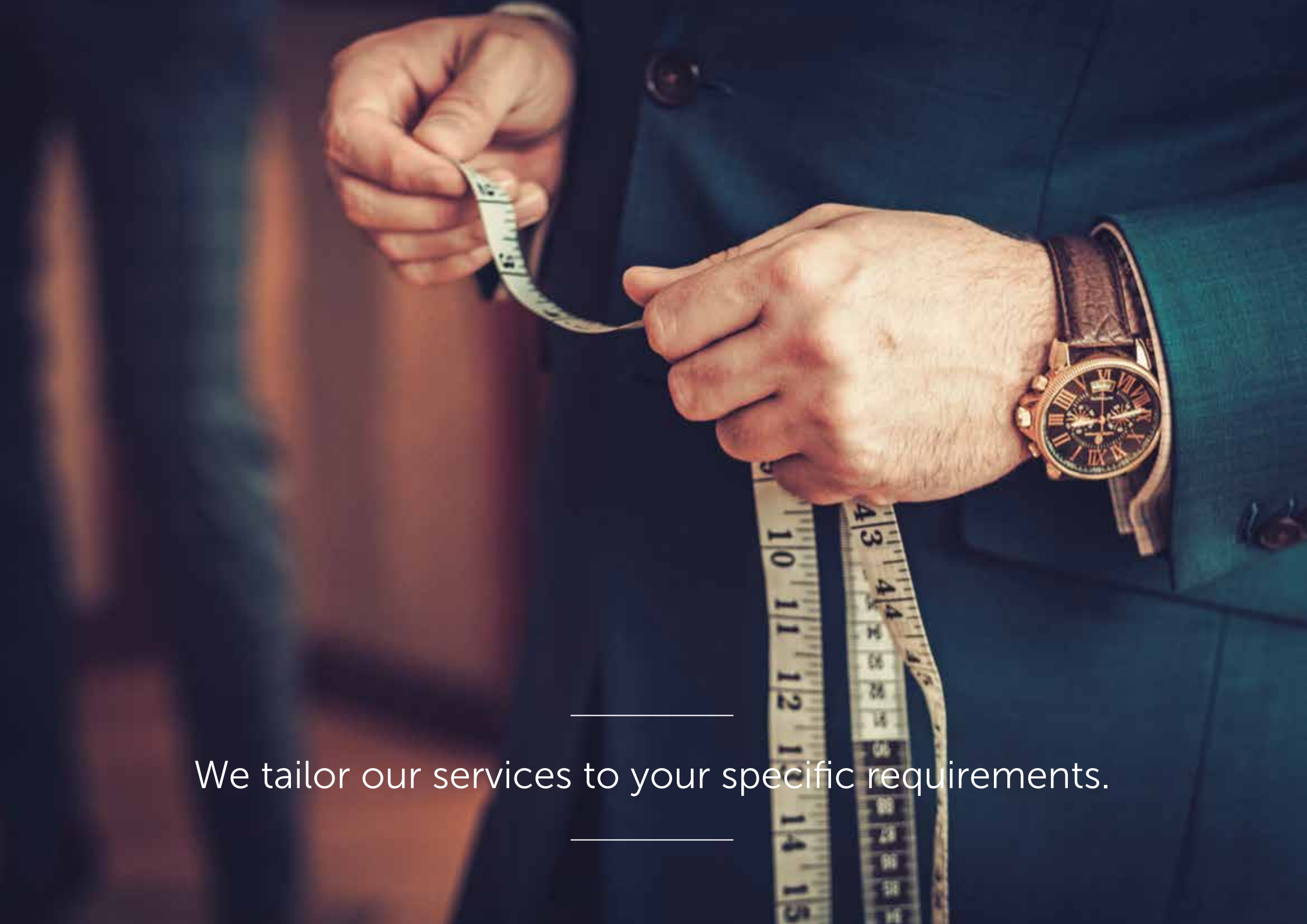
## Planned and Reactive Maintenance

- Managing house keeping contracts e.g. cleaning / gardening / window cleaning
- Health and safety compliance including fire and risk assessment, asbestos, mechanical and electrical plant etc
- Managing reactive repairs
- Planning and advice on long term projects
- Administration of section 20 consultation
- Setting specifications and negotiating competitive service contracts on plant
- Economy of scale procurement - providing best value
- Approved contractors list



## Insurance and Legal

- Competitive insurance procurement and revaluation
- Arranging company secretarial services
- Employment, management and training of site-based managers



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We tailor our services to your specific requirements.

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# Your Residential Property Management Team:

When you hire Grange as your managing agent, you get a team that comprises highly experienced field-based Property Managers, a dedicated Property Services Help Desk, and specialised Accounts personnel – all supported by Senior Management staff.

When it comes to hiring and managing the contractors who work on your property, we take great pride in only working with those who meet our stringent requirements for excellent service and value for money.





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100% of our profit goes towards life-changing initiatives.

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**irpm**  
qualified property  
professionals here




**NATIONAL  
HOUSING  
FEDERATION**

**INVESTORS  
IN PEOPLE**

**ARHM**  
ARMS Association of Residential  
Managers

**ico.**  
Information Commissioner's Office

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PROPERTY  
MANAGEMENT

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