



Common Ground Estate & Property Management Ltd

Do you Live in or own a flat or leasehold property?

**Do you know where your service charge is being spent?
Do you have a say in the management of your block?**

Clients of Common Ground Estate & Property management can answer "yes" to both of these questions through our unique estate management service that provides total transparency of all expenditure 24/7 through a dedicated client login area on the Common ground website.

We also implement changes in property law to transfer control from the landlord to the leaseholder. For example, did you know that it is possible to take control of the management of your block/estate even if you don't own the freehold?

Common Ground Estate and Property Management are an Oxford based company serving a geographical area within one hour of Oxford. By focusing rigidly to estates and properties in close geographical proximity to our offices ensures a better quality of service to our clients.

So for a no obligation quotation and free advice contact Common Ground Estate & property Management on 07957 886 756 or email info@commongroundoxford.com

T: 01865 910 169

info@commongroundoxford.com www.commongroundoxford.com
Sandford Gate, East Point Business Park, Oxford, OX4 6LB





What we Offer:

- Complete transparency—View expenditures, invoices, bank statements any time in your secure client log in area
- Preparation of budget, cash flow reports and annual service charge estimation
- Regular site visits to assess and update requirements
- Preparation of a maintenance and repair plan
- Chase arrears in accordance with a pre-agreed arrears policy
- Attending to leaseholder/resident enquiries
- Ensuring compliance with Employment, Health and Safety legislation
- Organizing insurances and administering claims
- Advice on major contract work
- Organising staff training
- Keeping the Board informed of status of agreed actions
- Collect service charges from individual leaseholders in accordance with your leases
- Preparing job descriptions and specifications for contractors
- Ensuring compliance with the terms of leases and Board policies
- Supervising employees and regular contractors
- Payment of invoices and wages
- Attending the AGM
- Performing company secretarial duties
- Reporting on significant lessee/resident communications
- Maintain a leaseholder contact database

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