



## HOUSEMARTINS PROPERTY MANAGEMENT

(Revised June 2016)



Looking for  
an Agent ?

## WHY USE A MANAGING AGENT?

Managing a block of flats is like running a business. It needs adequate time, the ability to listen and respond positively and fairly to a wide variety of people, and plenty of specialist knowledge including, but not limited to, understanding the lease, landlord and tenant legislation as well as building construction and services.

Housemartins  
offers

### If you are looking for a Managing Agent for:

- Personal and friendly help
- Professional standards applied with robust common sense
- Transparent charges
- Residential management and surveying expertise

Service  
Levels

On behalf of Freeholders, Housemartins offers a choice of the level of service provided:

### Core Service

- Collecting service charges, paying the bills, and accounting for monies in and out.
- Annual Inspection.
- Other services at extra cost.

### Standard Service

Core service, plus:

- Inspections at least twice a year.
- Arrange routine and emergency repairs, and service contracts (our fee 10%).
- Financial forecast and maintenance planning for the next 5 years.
- Attendance at AGM and appropriate meetings in office hours.
- Statutory consultation before major works.

### **Other services - at extra cost.**

- Statutory consultation procedures and major work contracts.
- Dealing with assignments and notices, requests for alterations etc.
- Information to prospective purchasers.
- Valuations for lease extensions.
- Assisting with legal or tribunal proceedings.
- Out of hours' callouts
- Assisting with insurance claims
- Insurance rebuild valuations

We adhere to the Service Charge Residential Management Code issued by the Royal Institution of Chartered Surveyors and are insured.

Housemartins Property Management is also a fully accredited member of ARMA.

## About us

### About Housemartins Property Management

Our aim is to ensure competence, integrity, fairness, transparency and, most importantly, peace of mind to our clients.



The company has expanded despite the recent dramatic downturn in the property market. We offer a wide range of services to private and professional clients and have steadily built up our reputation.

To get the best from your property, we work with you to achieve planned maintenance through affordable budgets agreed in advance.

Our advanced property databases ensure secure and easy access to information.

Our management is about people.

Our head office is in Seaford, and our management area is mainly through East Sussex.

### MISSION STATEMENT

To offer a professional, efficient property management service to safeguard our clients' property interests and to see that their buildings are maintained, insured and run to a standard that we would expect if we were the client ourselves.

**Address**

11 High Street  
Seaford  
East Sussex  
BN25 1PE

**Telephone**

01323 896418

**Fax**

01323 492508

**Email**

[ask@housemartinspm.co.uk](mailto:ask@housemartinspm.co.uk)

**Web**

[www.housemartinspm.co.uk](http://www.housemartinspm.co.uk)

**The  
Management  
Team**

Surveyors

Managing Director:

Lee Potterton BSc Hons MRICS  
Chartered Surveyor & Registered Valuer

Consultant Surveyor  
Consultant Surveyor

John Gray BSc MRICS DHM  
Eric Greber MRICS

Administration

Office Manager  
Property Administrator  
Property Administrator

Melissa Kirby  
Cheree Rounce  
Lucie Fuller

Finance & Accounts

Financial Controller  
Finance Assistant

Jennie Bush  
Jacci Harris