

Experience you can trust

gewobe – administration solutions

- Residential property administration
- House management





High-quality service. After all, it involves your assets.



degewo manages a stock of more than 70,000 apartments and 1,500 commercial spaces. More than 8,000 of these apartments are currently managed on behalf of customers through gewobe.

Property is a valuable commodity and a long-term investment. At the same time property holdings make great demands legally, economically and organisationally on administrators of large rented properties as well as on home owners. Housing and business premises as a lucrative capital investment are dependent on permanent renting, satisfied tenants and secured rental income. For apartment owners, the appropriate co-ordination of the claims of all parties in the owners association is of prime importance. Regardless of which requirements profile applies to you, where prudent administrative solutions for your property are concerned, we are the right partners.

Multi-disciplined expertise

gewobe offers considered concepts and comprehensive service in the areas of house management, management for owner occupation and individual ownership and for part-owner communities — and above all, many years' experience in the management of housing and business premises. As a subsidiary of one of the biggest and most powerful housing companies in Berlin, **degewo**, we have sound market knowledge and tried-and-tested know-how.

Profit from the strong market position of **degewo** and flexible and individual support from a lean subsidiary. You have at your disposal the skills of a specialised team of experienced business administrators and businessmen in the real-estate and housing industry, with engineers and service staff.

A reliable size for efficient financial budgeting

gewobe has also offered administration services for owner occupation for over ten years. An expert team for this sphere takes care of more than 40 owner associations with more than 4,000 residential units.

The large number of apartment buildings we manage enables us to conclude cost-effective contracts with our service partners. An economic advantage that we pass on fully to our customers. For you, this means: favourable running and maintenance costs, and banking and insurance terms. High competence plus profitable conditions

House management. All wrapped up.

Well-maintained buildings, rents when due, compliance with the applicable law on managing apartment buildings. You have to be able to count on these. **gewobe** takes over all the tasks for profitable rental of your property, impressing you above all by acting in your interest. Our customer-friendly service hours ensure we are very easy to reach, and a 24-hour emergency service is available as necessary to initiate any required measures at once.

Our efficient data-processing system offers reporting, preparation of balance sheets and earnings statements according to current standards. Our hands-on process structure ensures efficient accounting and reminders. **gewobe** — an ideal home for your property.

A permanent contact is on hand with knowledge of all matters concerning the management of your property.



An overview of our activities:

Commercial administration

- House and real-estate management in compliance with all legal and official regulations
- Rental
- Management of tenant and object files
- Establishment and monitoring of house rules
- Custody and management of rental collaterals
- Monitoring and execution of tenant changes
- Adequate insurance of administrative objects and processing of cases of damage

Operating costs and rent calculation

- Checking of all charges and cost accounts and settlement of all running costs when due
- Rent adjustments
- Timely preparation of operating cost accounts

Technical property management

- Annual recording of the maintenance, repair and modernisation requirements
- Arranging for necessary repairs and maintenance work
- Inspection of the completed work
- Invoice verification and settlement when due
- Monitoring of compliance with official requirements
- Follow-up of warranty claims and damage compensation claims
- Property inspections

Our extras:

Receivables management

- Termination of tenancies subject to cause
- Initiation of dunning and complaint procedures
- Representation of all contractual claims against the tenant

Contract management

- Conclusion, control and adaptation of all rental management contracts

Reporting

- Preparation of balance sheets and profit and loss statements
- Preparation of annual budget/economic plans
- Preparation of maintenance plans
- Preparation of rental reports and rent arrears reports

Residential property administration. All in the same boat.

In an owner association, the ideas and wishes of all co-owners must be harmonised. A professional view of the situation helps in making the right sustainable decisions. So that everything also runs smoothly otherwise in the house, we take over on request all other administrative tasks arising for owner-occupied buildings. A permanent contact is available for each owner association. Thanks to continuous further training, our staff always has up-to-date knowledge — providing advice you can rely on. Our efficient data-processing system guarantees easily understood economic plans, combined and individual invoices; and the hands-on process structure ensures orderly accounting and reminders. Together, achieving the best for your property — this is how we understand our role.

We naturally offer you
customer-friendly service
hours and a 24-hour
emergency service.



An overview of our activities:

Administration of residential property

- Administration relating to the condominium act (Wohneigentumsgesetz)
- Drawing up of combined and individual economic plans
- Preparation of a detailed annual statement
- Preparation and evaluation and execution of the owners' meetings plus the issue of minutes
- Adoption of decisions of the owners' meeting
- Implementation of the house and occupancy rules
- Measures for repairs and maintenance
- Monitoring of all community contracts
- Administration of the common assets
- Advice to the community and the advisory council
- Account control and remittance
- Takeover of the collective bookkeeping
- Technical control of the common property
- Professional order placement
- Arranging of immediate measures in the case of damages or accident

Additional services

- Delivery to the home owners of all documents relating to the owners' meeting
- Cooperation with the advisory council
- Administrative services on change of ownership
- Drawing up of maintenance plans incl. cost estimates and calculation of the necessary maintenance provisions.
- Regular visits/inspections of the property site
- Owner information as required by means of circular letters
- Seminars for advisory councils



Your contacts

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We'll be pleased to present our range of offers to you at a personal meeting.

