

**HURFORD**

**SALVI**

**CARR**



# *Commercial Management*

*Property Management  
Rent Collection  
Surveys & Dilapidation Schedules  
Property Maintenance Plans*

**If we can help you  
with your commercial  
property management,  
please contact:**

Carole Thomas

**01992 515595**

**For rent reviews  
and lettings:**

Derek Lewis

**0207 566 9440**



# Commercial Management

Commercial Property Management requires an alliance of both Landlord and Tenant with the management team acting as link between the parties.

HSCPM provides a prompt and proactive service to issues arising with the building. This helps to maintain a good relationship with tenants which supports a secure rental flow and steady capital improvement for the landlord.

Our experienced team has a depth of knowledge, dedication and expertise throughout the commercial property management industry.

## **Rent Collections:**

are administered within the department headed by Carole Thomas and they have an enviable record of minimising arrears. We aim to ensure that rent is collected and transferred to the Landlords punctually.

**Accounting:** Regular rent statements are provided to Landlords, together with VAT returns. Financial monitoring including balance sheets and expenditure against budget provide detailed reporting of the buildings' performance and are produced regularly for our clients.

## **Block Management:**

Building structure and internal communal areas are inspected regularly by our committed staff who take a pro-active approach to both immediate and potential issues.

Any reported matters are administered by our staff. Works orders are placed with our approved contractors who work as part of our efficient swift response team. We also have emergency contacts offering a 24/7 service.

## **Rent reviews and Lettings:**

are headed by the Director of the Commercial Division, Derek Lewis at the Clerkenwell office.

The London team enable us to provide a full range of professional services to our commercial clients which ensures that their interests are protected and enhanced.

## **Surveys and Schedules:**

Our building surveying department provides a wide range of services to ensure our clients' assets are well maintained. They provide services to include Planned Maintenance Programmes which provide long term strategies for maintaining and improving the fabric of the building, project management of major works, building defect diagnosis, and advising and preparing dilapidation schedules. Our surveyors also manage insurance claims, licences for alterations and building reinstatement valuations.

HSCPM can also ensure that your obligations for Health and Safety, Fire Risk and Buildings Insurance are sufficiently met.



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