



## Property management is our profession!

MOBILIA PROPERTY MANAGEMENT (MPM) specializes in property management and maintenance of properties in and around the center of Athens. After years of steady and competitive presence in selected areas of the capital, MPM has become an essential service for many owners.



Administrative  
management



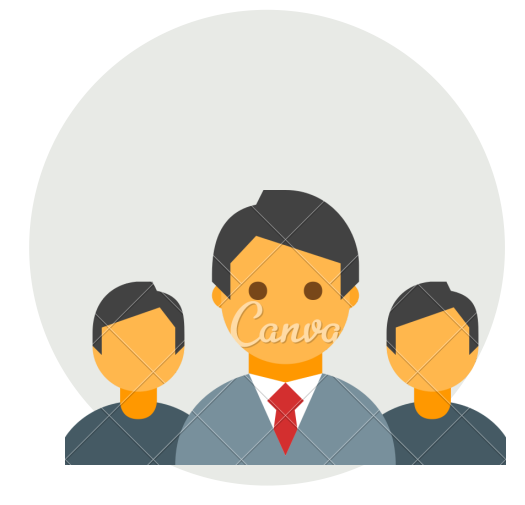
Technical  
management



Financial  
management



Conflict  
Management



Selecting  
Tenants

We collaborate with real estate agents, engineers, lawyers, insurers and more...

Apart from our permanent partners, we also utilize our trusted external collaborators, who, when called upon to change or fix a possible issue in your property, will advise, suggest and function according of the needs of the property and your wishes. And, of course, all transactions are done in full transparency, and always with all necessary documents and receipts.

## Why hire a Property Manager?

We know very well the challenges that come with owning city center property, it is a demanding and time-consuming job. It's not only about finding the right tenant, there are numerous and lengthy related procedures and it is for this reason, we undertake the responsibilities of your property, so that you, can focus on the other important matters in life.

**Assigning your property management to us, will guaranty a pleasant and smooth relationship with your tenants. At the end of every month, you will receive the rent in your bank account together with our detailed management report.**

MOBILIA PROPERTY MANAGEMENT undertakes everything related to your property with a convenient marketing fee of **7% + VAT** for long-term leases.



## How does the management work?

1

### **First meeting**

- Schedule an appointment to evaluate your property
- An objective assessment of your property - in collaboration with with local experienced and certified real estate agents - based on the current market situation
- Recommendations and tips for the optimal use of the property
- Photoshoot by a professional photographer
- Detailed presentation of your property on real estate platforms in many languages
- Catch up with all the information/changes in the Greek legislation for the rental market

2

### **Procedure of tenant selection and lease contract**

- Thorough check of the tenant, suitability/solvency by gathering the appropriate documentation
- Presentation of reliable tenant candidates / Creation of a database with final candidates
- Pic the most suitable tenant always with your consent
- Preparation of the lease and representation of the signatory
- Method and exact date of payment

3

### **Property promotion process**

- We evaluate the condition of the property and, if necessary, propose and undertake small repairs and / or renovation work
- We set together the price of the rent
- Present the property to our selected clients: businesses, embassies, institutions and individuals
- Promote your property on the real estate market in cooperation with experienced brokers
- Publish the property on the main portals and we advertise it to appeal to more suitable parties

4

### **Optimization of the occupancy rate**

- Optimization of rental periods
- Systematic monitoring of the extension, renewal and termination of leases
- Promotion of property to ensure maximum occupancy

## Our services



### Financial management

- Monitoring and rent collection management, deduction of any extraordinary expenses (e.g. water heater repair)
- Management of property expense (e.g. taxes - in collaboration with an accountant)
- Preparation and issue of monthly management report
- Monthly submission of income and expense reports (for your tax declaration)
- Extraordinary information in case of change of legislation and taxation
- Management of security deposit (collect and return at end of lease)
- Review and adjust of rent price at renewal or new lease



### Economic management

- Insure payment of common charges
- Insure payment of utilities
- Management of possible overdue debts
- Rental payment proof



### Administrative management

- Additional receipt of the condition of the property upon the departure of the tenant (Check out)
- Resolution of potential conflict/differences
- Check insurance validity for owner but also for tenant. In the case of damages, direct communication with insurers and monitoring of insurance policy process
- Management of a natural disaster declaration



### Technical management

- Complete communication and management of tenant
- Monitoring if potential damages or improvement / maintenance of property
- Representation of owner during the deliverance of the property and at the time of departure of tenant

## Example of a monthly management report

Owner: Mr and Ms X

Date: 01/05/2020 – 31/05/2020

DATE	REFERENCE PIECE	WORDING	VAT	CREDIT	DEBIT
					650
May 2020					
May 2020		Management fees (7% + VAT 24%)		56,42	
5-May-20	16984302	HYDREN Plumbing Bathroom	10,5	52,7	
		TOTAL		109,12	650

Payment landlord			540,88
<b>TOTAL PAYMENT LANDLORD</b>			<b>540,88</b>