



**PPM**

PROPERTY MANAGEMENT SERVICES



# PPM

We have more **than 20 years of experience** property management including residential and non-residential premises.

We put emphasis on **high quality management** and maintenance services.

We manage more **than 9000 accommodation units** in more than 100 buildings.

Our targets are **new buildings** and buildings shortly after reconstruction.



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## ABOUT US

### Total number of flats in for which our company does property management:

- Approximately 9000 flats in Prague
- 3 houses in Spindleruv Mlyn

### Chief executive of the company:

Jan Kuchař – director

### A turnover report over the past 3 years

company's turnover	2014	2015	2016
total turnover	43 673 000	46 893 000	51 566 000
of which is property management	43 640 000	46 456 000	51 548 000



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## ABOUT US

### List of employers

company's headquarters	3
accounting and economy	7 + 6
technical workers	15
administration	3

Plus, we have approximately 20 employers who work as receptionists, cleaners and maintenance men.

We are insured for CZK 20 million for damage caused to third parties with the company Kooperativa a.s.

PPM has Recertified ISO 9001: 2008 for Property Management and Maintenance, Cleaning Services:





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## SERVICES

- **Administrative services**
- **Daily maintenance**
- **Cleaning**
- **Gardening**
- **Security**
- **Reception services**
- **Accounting**
- **Insurance**
- **Online services**
- **Supplementary services**





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## ADMINISTRATIVE SERVICES

“Thanks to PPM services you can sleep without fear of fines for past revisions.”

Anna K.



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## ECONOMIC MANAGEMENT

- Records of all owners and tenants
- Calculation and distribution of deposits, contributions to repairs fund and other payments
- Records of the owners' payments, annual bookkeeping and the settlement of overpayments and arrears
- Extrajudicial enforcement of receivable and preparation of evidence for judicial enforcement
- Keeping records of the costs of property operation
- Checking contractor's invoices and checking their payment





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## TECHNICAL MANAGEMENT

- Maintenance and repair of technological equipment
- Non-stop lift rescue service
- Revision of technical equipment
- Keeping records of revisions and maintenance in electronic form
- Maintenance, repairs and inspections of boiler room
- Reading and billing of water meters and heat meters
- Exchange of water meters and heat meters
- Taking over management of most technologies - lifts, air conditioning, boiler room (facility management)
- Cost optimization of operation and management of the property





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## DAILY MAINTENANCE

“The slightest defect is quickly removed.”

Miachela R.



# PPM

## DAILY MAINTENANCE OF YOUR PROPERTY

- Periodic visual checks of common areas and parts of the house
- Carrying out minor works such as bulb replacement, door adjustment, taking out garbage etc..
- Recording and handling suggestions and complaints by individual owners
- Records of damages, claims and complaints related to the common areas and their handling
- Providing non-stop emergency services - water, heating, gas, sewerage system, electro
- Maintenance and repair of technological equipment, including non-stop lift rescue service
- Continuous updating of community notice boards
- Managing the card and key home system

Price for small repairs: 220 CZK/ hour





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## **CLEANING SERVICES**

“Because I have little children, I was most pleased with the tidiness in the house and around the trash cans.”

Marie M.



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## CLEANING OF COMMON AREAS

- Regular housekeeping - cleaning corridors, staircases, lifts, entrances and entrance doors, mailboxes, railings, fire extinguishers, window ledges, switches
- Mechanical washing of garage premises and washing of garage doors
- Outdoor cleaning including cleaning around garbage bins
- Winter cleaning, snow removal and pavement sanding
- Cleaning windows and frames in common areas
- Proper cleaning of common areas

The price is based on the number of apartments, entrances and area of garages.





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## MAINTENANCE OF GREENRY

“Since the outdoors have been cleaned and the greenery has been maintained, the surroundings look nice and enjoyable.”

Jana K.



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## MAINTENANCE OF GREENERY

- Regular mowing of lawns
- Chemical clearing from weeds and fertilization of lawns
- Aeration of lawns
- Reseeding lawns
- Spring and autumn leaves raking
- Cutting the trees and shrubs
- Shaping of hedges
- Woody plant fertilization
- Pests and disease remedies
- Weeding of beds
- Addition of mulching bark
- Seasonal plantings of annuals and perennials

The price is based on the specification of the given services.





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# SECURITY OF BUILDINGS AND RECEPTION SERVICES

“I would like to thank the security of Nová Harfa for their precise work.”

Simona N.



# PPM

## SECURITY OF BUILDINGS AND RECEPTION SERVICES

- Physical security of the building, patrol activities
- Information service for visitors
- Reception services even in foreign languages
- Supervision of common areas in the building
- Surveillance of the fire safety of common areas
- Cooperation with administrator and emergency service in troubleshooting
- Recommendations for the selection of security devices including assistance in selecting suppliers
- Connection to PCM (Central Security)

Security from 120 CZK/hour, reception services from 200 CZK/ hour.





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## BOOKKEEPING AND STATEMENT OF SERVICES

“The recovery of arrears is always unpleasant,  
we are happy that PPM solves this for us.”

Karel S.



# PPM

## BOOKKEEPING AND STATEMENT OF SERVICES

- Administration of complete accounting records for the property owners according to valid laws
- Keeping records of all invoices and payments
- Continuous management of detailed analytical records of owners' advances and their overpayments and arrears, including evidence of debt collection
- Preparation of financial statements and preparation of inventoring
- Preparing recapitulation of fund repairs
- Elaboration of documents for HOA's budget for the next period

Price from 60 CZK /flat /hour





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## PROFESSIONAL CHAIRMAN OF HOA

“The professional chairman of HOA will do our work for us, and we just need to check it out, it's a shame we did not find it before.”

Alena Z.

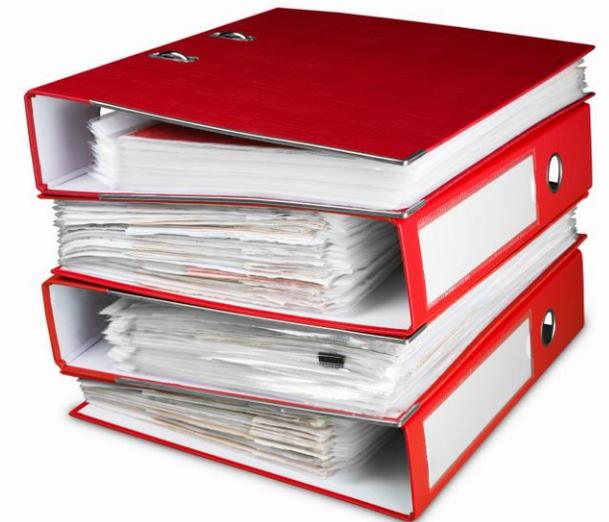


# PPM

## PROFESSIONAL CHAIRMAN OF HOA

- The HOA's professional chairman takes over a comprehensive responsibility for running the statutory authority of Homeowners' Association
- We will suggest how you can manage your house comfortably and safely in functional and clean areas
- We will suggest how to increase the value of your home
- We will provide you with all the necessary activities according to current legal standards
- Homeowners' Association assembly – preparing materials, sending out invitations, attendance, managing the assembly and voting process, minutes from the assembly
- We arrange the organization of all the planned activities necessary for the faultless running of the property
- We will decide for you within agreed procedures
- 1 - 4 times a year we discuss the administration of the house with the inspection commission

Price from 1800 CZK/ month





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## INSURANCE

“Although we did our own tender, the PPM insurance came out as the best deal.”

Radim Z.



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## INSURANCE

- The insurance is always made to fit certain object
- Property insurance generally includes property insurance as a whole, including external and internal parts of the property (not related to individual flats and their equipment)
- Insurance protects against: natural disasters, theft; vandalism; excess voltage; spraying; replacement of locks; the cost of tearing down, cleaning and removal of rubble; glass insurance; machine and technology insurance (lifts); responsibility for postponed things

\* Insurance against natural disasters includes fire, lightning strike, explosion, aircraft impact, storm, hail, floods, landslide, earthquake, heavy snow burden, falling object, aerodynamic bang, smoke, vehicle impact





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## ONLINE SERVICES – CLIENT ZONE

“Having all invoices and documents online, including the ability to send SMS or email to owners, has saved us a lot of time.”

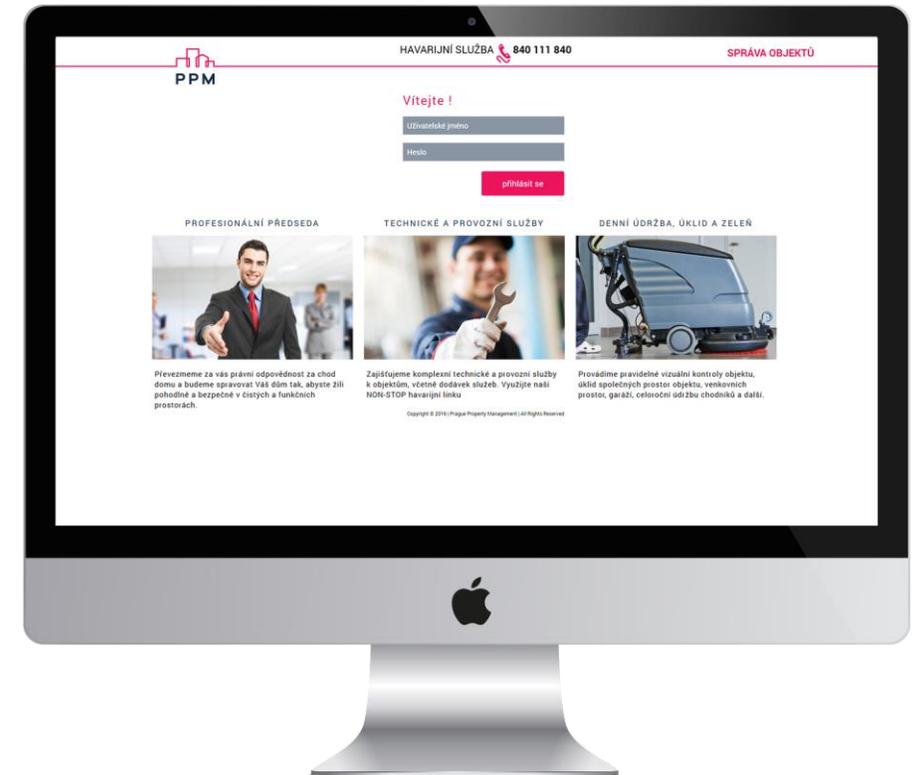
Patricie S.

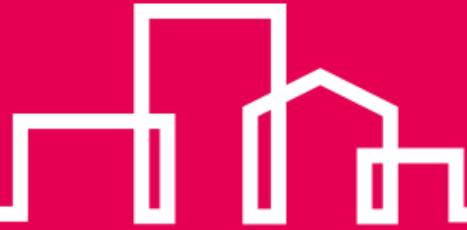


# PPM

## 24 CLIENT ZONE AND SMS SERVICES

- **Contacts** to the owner including phone numbers, with the possibility of **instant contacting by SMS** or mass email
- List of all units linked to owner's **contacts**
- An overview of all **revisions and services**, including the date of the last and subsequent revision, with the possibility of displaying the document itself
- An overview and **status of individual payments**, accessible both individually for a particular owner and collectively for the members of the association
- **Financial plan** and its implementation by item
- **Approving invoices** and invoice book with colour marking of the invoice approval status
- Possibility of **instant contacting by SMS** or mass email
- The system provides detached information for HOA and other members





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## ADDITIONAL SERVICES

“I have an excellent experience with an hourly husband – handyman.”

Pavel A.



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## ADDITIONAL SERVICES

- **Organization of assembly** according to your demands
- We provide **electronic voting system**
- **Ensuring and finalizing the closure** - we will secure all materials so that everything comes to a particular office in time
- **Tendering:** We process the documentation and secure the best and most advantageous suppliers
- **Investment Supervision:** We will keep an eye on the quality and budget of the orders
- **Legal Representation:** in conjunction with lawyers, we will provide legal burdens related to operation of HOA.
- **Hourly husband, cleaning:** for the flat owners we arrange small repairs, service, painting etc.





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## OUR REFERENCES

“Compared with the previous manager, this is a good forward move. good management, overview over review dates, better communications with the owners.”

Jaromír F.









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## Prague Property Management a.s.

### Headquarters

Werichova 1145, 152 00 Praha 5

### Mailing address

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### Sales representative

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## SUMMARY

03	About us	21	Insurance
06	Management Services	23	Online services - Client zone
09	Daily Maintenance	25	Additional Services
11	Cleaning Services	27	Our references
13	Maintenance of Greenery	31	Contacts
15	Security of buildings and Reception Services		
17	Bookkeeping and Statement Services		
19	Professional Chairman of HOA		



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We are looking forward to our cooperation!