



# DR HAWKINS GROUP

## PROPERTY MANAGEMENT

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Estate Agents • Lettings and Block Management • Valuers • Surveyors

### UK – BLOCK MANAGEMENT SERVICES

We realise this is often a very difficult job trying to juggle between being a friend and another leaseholder(s), but our job is to make it as easy as possible. We charge a reasonable flat fee per apartment and will act as Company Secretary if you have formed a Limited Company and attend/ hold annual / bi annual meetings or AGM's. Please fill out our website mailing request and on the second page where additional information is please complete that you require a Block Management Information Pack, and if possible confirm the following, where we confirm & set out our operating methods or you can call us on the above number.

Your name & contact details, mob, land line & email address

Property Address:

Name of Management Company:

Number of Apartments:

Any other important information like if block has special requirements such as lift maintenance etc

Of course a personal visit will be required and one of our staff will be in touch to arrange a mutually acceptable date & time to discuss your individual requirements and see a copy of the Lease.

Wishing you all the best in these frustrating times and hope we can make it easier to bear some of the burden for you,

we remain

Yours sincerely

**David R Hawkins FIFP**