



DOSSIER OF SERVICES

Two hands are visible at the top of the image, holding a large, bright green rectangular board. The board is the background for the text.

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ALBORANGEST: DEFINITION AND COMMITMENT

ALBORANGEST IS an FULL SERVICE CENTRAL FOR OWNERS COMMUNITIES AND HOUSING. It is a company composed of experts from various disciplines related to real estate. First of all we are property estate managers in collegiate ICAFM (No. 2,441), and much more We have specialist for:

Lawyer, labour manager.
Architect, surveyor, biologist.
Agronomist, landscaper.
Official maintenance of swimming pools and gardens.

All these professionals are enrolled in their respective professional associations and have extensive experience in their sectors.

FULL SERVICE COMMITMENT. To perform the profession of estate property manager and those professionals that the customer needs as appropriate, from the technical or legal advice to the proper maintenance of the complex. These professionals from Alborangest offer their services in terms of price and preferential treatment.

COMMITMENT OF SAVING AND EFFICIENCY. Search the market the best choices of providers and supplies to the community in order to improve both the efficient service and price.

COMMITMENT OF KINDNESS. Act as a mediator in conflicts that may arise, perform a close and personal management in the recovery of arrears and a strict home delivery service.

A pair of hands is shown from the top, holding a bright green horizontal bar. The hands are positioned on either side of the bar, with fingers gripping its edges. The background is plain white.

WHAT DO YOU NEED?

You have already seen that we commit. The best for us to show you what we are able to do is to ask you a simple question: what your community needs?

ADMINISTRATION OF THE COMMUNITY, A MANAGER WHO ensure the proper management of the house, its facilities and services. For this purpose to do advise and admonish the holders. To prepare well in advance and submit to the Board expected the expenditure plan, proposing the necessary means to deal with them. That attends to the upkeep and maintenance of the property, arranging for repairs and for urgent measures, giving them immediate notice to the President or, where appropriate, to the owners. To run the decisions taken regarding maintenance work and to make payments and to make the charges that apply. Act, if requested, as Secretary of the Board and keep available to holders of the community documentation. To seek technicians and suppliers, making a careful selection of the best deals for your client and exercising tight control over the work done.

MAINTENANCE, cleaning of the building and common areas, grounds care, control and use of pools, maintenance and repair of facilities.

LEGAL DEFENSE to third parties, as claimant brought against insurance companies, developers or arrears.

ARCHITECTURAL ASSISTANCE in those new buildings with deficiencies or those who have certain age who need renovation projects.

ALBORANGEST provides a global solution to your needs



WHAT MAKES ALBORÁNGEST?

Your community may need one or more services of the portfolio of Alborangest, a property manager or a lawyer, an audit report the building, a garden project, a new pool, a playground ... etc.

ALBORANGEST provides a complete solution to a neighbours community, from the administrative management to the maintenance through the advice of a legal, economic, labor, architectural any matter affecting an urbanization or just a single property .

ALBORANGEST seeks technicians and suppliers, making a careful selection of the best deals for your client and exercising tight control over the work done.

ALBORANGEST analyzes the state of urbanization, proposes solutions to the Board and establish a planning with actions or improvements that residents wish.

For private homes **ALBORANGEST** also provides maintenance services, counseling and labour management of domestic staff management, project development reform works and landscaping.



SERVICE PORTFOLIO

PROPERTY MANAGEMENT

Basic management
Secretary management
Monitoring and control of maintenance, suppliers and supplies

MANAGEMENT OFFICE

Procedure and dealings with public authorities
Accountancy and tax compliance for both individuals and companies

LEGAL AND LABOUR ADVISORS

Legal advice with legal counsel
Assistance contract service
Procurement and high in Social Security. Preparation of payrolls

MAINTENANCE

Maintenance of gardens and pools
Landscaping projects. agricultural expertise

ARCHITECTURE

Thermographic analysis and energy efficiency studies for buildings
Architecture consulting for official reports, projects and monitoring of works
Assistance contract for architectural services, with large discounts on projects and reports

REAL ESTATES SERVICE (exclusive for residents of communities managed)

Marketing of real estate
Custody of keys
Full service on management of holiday renting.

EXPAT ASSISTANCE.

Accommodation and contracting of supplies at home.
Procedures for obtaining residence and other permits. Establishing business in Spain.



WHY DO CONTRACT ALBORANGEST?

ALBORANGEST has a clear mission: TO EFFECTIVELY MANAGE IN ORDER TO DO A CUSTOMER ENJOY HIS HOME. A community of owners is complex and should never be a concern to the President or the neighbors. A Board of Proprietors decides and ALBORANGEST implements its decisions, reporting at any time president and neighbors.

ALBORANGEST offers home delivery services, the client do not need to travel to communicate.

ALBORANGEST provides virtual office where any resident can get all the information about your community and making any notice or communication.

ALBORANGEST features blog, forums and discussion and information centers.

ALBORANGEST provides maintenance services and multiservice emergency 24 hours.

ALBORANGEST has the best rate through their professional and looking for the best offers on the market for various supplies and suppliers. Alborangest IS NOT an intermediary in these relationships ,it acts as representative of the community.



ADMINISTRATION DEP. ORGANIZING

We often wonder about the role of property manager in an owners community. We like answer with simplicity, he is responsible for the management and administration. Nothing more, nothing less. Of course the answer is not simple, as noted in the summary account that expose their functions:

Legal efforts

Notice of Meetings. Writing meeting minutes.

Notice to owners. Circulars, fact sheets, etc..

If the community decides that the administrator also acts as secretary of the Board of the community, preserve the documentation of it, and the books and records, made calls, communications and other relevant documents of the meetings during the limitation period of 5 years and attending meetings.

Efforts related to employment

Recruitment and control of the different employees who may have the Community as janitors, gardeners, cleaners, etc.

Preparation of employee payroll. Social Security settlements.

Negotiations with administrative agencies such as Social Security Treasury, job, etc..

Financial and administrative management

Production of annual budgets and, where appropriate, of the extraordinary.

Collection management of Community quotas. Claim of delinquent debts to neighbors.

Bank, and control accounts.

Supplier relationships in tasks such as orders, manage invoices, payments, etc..

Track maintenance and cleaning of the building, technical review of elevators, lawn care, pools.

Procurement of insurance policies and, where appropriate take the steps necessary to the insurer.

Issues with utility companies and services such as water, gas, electricity, etc..

Selection of the lessee in the homes of the community intended to lease and / or collection of income.

Manage the transfer of the business premises of the Community.

Advice on any question or issue in the lease.

Prepare income and expenditure plan.

Payment of the annual accounts for adoption by the co-owners.

Run any arrangements work ordered by Board.

Steps of a tax nature

In the case of a condominium-ups, can handle discharge from the community through the census declaration to file with the Office of the State Agency for Tax Administration, which will be used for the model 036, with which among other things, be assigned to the homeowners the NIF (Tax Identification Number) for. Settlement declaration of the deductions have been made to employees of the community on account of Income Tax of Individuals.



CUSTOMER CARE DEP. COORDINATING

Although ICAFM rates include three types of services: basic, secretary and monitoring and control, Alborangest only provides full service including the management and control over maintenance. For this purpose offers the following figures:

THE COORNINATOR of Alborangest for your community has some functions of home delivery service to the community.

Always available for consultation, malfunction or problem.

Search optimization and suppliers seeking to supply the maximum savings for the community.

Take control over the personnel or the maintenance company and the work performed.

Makes a thorough and efficient management of debtors referred through personal contact.

COMPUTER APPLICATIONS are a helpful tool Alborangest offers its managed to facilitate flow of communication.

Twitter and Facebook profile are available where you can in turn leave your queries or comments.

We offer VIRTUAL OFFICE residents in your community where you can find all the information about it as meeting minutes, budgets, lists of neighbors, warning of failure.

ALBORANGESTPLUS The resident managed by Alborangest has at its disposal all the other services that we offer a preferential basis, both on price and attendance. This includes service of law, architecture, appraisal, real estate ... For more details see the following pages or ask your coordinator.

A photograph of two hands, one on the left and one on the right, holding a bright green horizontal bar. The bar is positioned across the middle of the frame. The hands are positioned as if they are about to lift or have just placed the bar. The background is plain white.

LEGAL DEP. MANAGING LABOUR AND DEFENDING

ALBORANGEST LABOUR ADVISOR holds the recruitment of staff you need, and making payroll, contract settlements and any relationship with Social Security.

ALBORANGEST LAWYER complements the legal advice and serves as counsel before courts. We may find legal disputes such as labour, commercial, civil or legal proceedings in cases of default. You can subscribe to this service in a timely manner or we can offer an equal service for your convenience.



TECHNICAL DEPT. LOOKING AFTER THE BUILDING AND ITS FACILITIES.

ALBORANGEST ARCHITECTS TEAM have the latest technology for diagnostic work and projects in your community.

Architectural Diagnostics Service
Improvement projects
Energy efficiency study

ALBORANGEST ENGINEERS AND BIOLOGISTS assist in the proper maintenance of your gardens and facilities.

Landscaping projects
Diagnosis of gardening
Biological control of facilities
Establish agronomist work schedules .



MAINTENANCE DEP. THE LABOUR FORCE.

MAINTENANCE IN ALBORANGEST is performed by a sister company in which the collaboration produces synergies efficient. Serve to meet all legal requirements in terms of staffing, safety and hygiene.

- Cleaning of buildings and facilities
- Garden Maintenance
- Care and commissioning of pools
- Multiservice repairs
- Assistance 24 hours

We can also implement certain renovation works in your facilities

- Implementation of landscaping projects
- Installation and construction of swimming pools
- Automation in irrigation facilities



TAYLOR MADE

ALBORANGEST has described all we can do for your community or housing. Now we would ask you to explain how your community is and what services you may need, whether occasionally or continuously.

It's as simple as contacting us and we will make a proposal that adheres to your needs. This will get achieve our two main objectives:

Your best service in relation to quality - price.

You enjoy your home, we do the work..

YOU MAY FIND US AT

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