



ZONE

PROPERTY MANAGEMENT

**Our Developer
Services**

OUR DEVELOPER SERVICES

Zone PM provide consultancy services to developers, from pre-construction design through to completion, allowing you to dedicate time and energy into meeting building and sales targets.

What sets us apart from us managing agents is we have come from a development background. Thus, we can best assist with the process and accurately understand the service charge costs.

We are delighted to have been able to assist many of our developer clients with their planning process/discharging planning requirements etc by providing landscaping and SUDs maintenance statements and proposed regimes. These documents are then used by our contractors to carry out the work in line with the requirements laid out.

With 3 phases, our step-by-step process is as followed:

For more information, contact us today

Working for a stronger community

PHASE 1

- ▶ **Initial discussion on the development with a meeting onsite or in the office.**
- ▶ **Prior to design sign off we work with design managers to fully understand the development and the services, we are then able to advise and assist accordingly. This includes, but not limited to; mechanical and electrical, landscaping, gate safety and audio visual elements.**
- ▶ **On apartment blocks we apportion service charge to SQFT and whether the building is either Residential or mixed with commercial.**
- ▶ **We can then create version 1 of the service charge budget for marketing particulars for off plan sales.**

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PHASE 2

- ▶ **We then work with your solicitor on the contracts and leases to ensure the correct services are incorporated.**
- ▶ **As the design of the development evolves, elements such as SQFT and services can be amended.**
- ▶ **We work with our insurance broker to obtain building insurance for when the building is completed.**
- ▶ **Version 2 of the service charge budget is signed off attached to the lease / contract.**
- ▶ **We then liaise with the solicitor on the following:**
 - Create a welcome pack for solicitors' information, include client accounting details.
 - Discuss an upfront contribution from the purchaser to avoid us issuing service charge demands as they are settling into their new home.
 - Send building insurance details.

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PHASE 3

- ▶ **On exchange we are sent correspondence details of residents, we then issue welcome packs, issue a link for our portal/app.**
- ▶ **As construction progresses, we visit site and put in service contracts in readiness for handover.**
- ▶ **Construction is signed off. We receive O&M manuals for the building and certificates.**
- ▶ **Final Service Charge Budget is signed off.**
- ▶ **As sales progress are handed over the completed building and begin management.**

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