

Expertise you can rely on

gewobe management solutions

- Residential property management
- Building management





High-quality service – because it's your assets we're looking after

Real estate is a valuable asset and a long-term investment. At the same time, property ownership comes with considerable legal, economic, and organizational demands, both for the managers of large properties with multiple units as well as the actual property owner.

Smart concepts for your property

Ensuring that residential and commercial properties remain a lucrative capital investment means making certain that they are permanently leased, that the tenants are satisfied and the rental income is secure. For property owners, it is also important to coordinate the needs and requirements of all members of the homeowners' association. Whatever your profile, when it comes to clever property management solutions, you're in the best hands at **gewobe**.

Focused competence

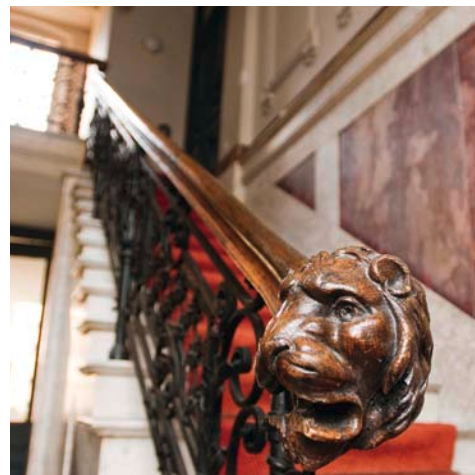
gewobe offers carefully structured concepts and a comprehensive portfolio of services in property management, the management of residential and commonhold property, and the administration of properties with multiple owners. Above all, we look back on many years' experience in the management of residential and commercial properties. As a subsidiary of degewo, Berlin's leading housing company, we have a profound knowledge of the industry and tried-and-tested expertise in our field.

Profit from our strong market position and the flexible, individual customer service provided by our highly motivated team. The competence of our real estate experts, who include professional property managers, real estate economists, property agents and real estate managers, technicians, and service staff, is at your service.

A dependable partner for efficient financial planning

For over ten years, **gewobe** has also provided management services for residential properties, and our dedicated team of seasoned experts provides a highly responsive service. The large number of complexes in our portfolio allows us to negotiate especially favorable terms with our trade and service partners.

This is a financial benefit that we pass on in full to our customers. For you, this means lower operating and maintenance costs and better banking and insurance terms. A high degree of competence plus profitable terms – a valuable concept for your property portfolio.



We meet high demands with mature expertise. Our team of experts develops carefully planned, economically sound administration solutions and is always there to provide professional advice for all issues associated with property ownership.

Residential property management Under one roof

One of the key tasks in a homeowners' association is to balance the requirements and ideas of all owners. A professional assessment of the situation can be crucial to making the right long-term decisions.

To ensure that everything runs smoothly in the building, we also look after all administration tasks for developments with multiple owners. Each homeowners' association has a single, dedicated contact person. Thanks to regular training our staff is always up to date with the latest developments, enabling them to provide sound advice that you can depend on.

Our high-performance IT system delivers clearly structured, easy-to-understand budgets and general and individual accounts; our efficient process management guarantees meticulous bookkeeping and collections of arrears in accordance with standard practices.

Working together to achieve the best results for your property is the essence of our services.



An overview of our services.

Residential property management

- Residential property management services in accordance with the German WEG (Homeowners' Association Act)
- Preparation of general and individual budgets
- Preparation of detailed annual reports
- Preparation, follow-up, organization, and minutes for homeowners' meetings
- Implementation of the resolutions made at the homeowners' meetings
- Ensuring compliance with the house rules and conditions of use
- Provision of maintenance and repair services
- Monitoring for all Homeowners' Association contracts
- Administration and management of commonhold assets
- Provision of advice for the Homeowners' Association and the advisory board
- Invoice control and payment
- Provision of all bookkeeping services
- Technical supervision of commonhold equipment
- Professional contracting
- Immediate response in case of damage or emergencies

Additional services

- Distribution of all documents relating to the homeowners' association to the property owners
- Cooperation with the administrative board
- Provision of all administrative tasks resulting from a change of ownership
- Preparation of maintenance plans including cost estimates and calculation of the necessary maintenance charge
- Regular inspections of the property
- Provision of customized news and information letters to the owners
- Seminars for management councils
- Insurance coverage for management councils



gewobe clients have a single, dedicated contact person who is familiar with all aspects of their property.

Strong partners. Benefit from our additional services.

Quality of life depends largely on pleasant surroundings, as well as dependable support for tasks that you are unable, or do not want, to deal with yourself. We cooperate with preferred contractors to provide our clients with a comprehensive range of services for the home. This enables us to offer you an array of additional services, which can be arranged on an as-needed basis.

Asset management

- Coordination between portfolio management and operative property or facility management
- Optimization of the cost-benefit ratio of management services for your property

Care at home for the elderly – day-to-day assistance

- More than just an emergency call system
- Security in your own four walls

Collectables management

- Minimization of loss of accounts receivable
- Avoidance of debt collection action and repossessions

Construction supervision

- Engineering and planning services
- Project supervision in accordance with the services defined in the official German fee scale for architects and engineers (HOAI)

Property management

- Professional management services for your property
- Commercial, infrastructure, and technical property management

Building services

- Increase the value of your property
- All building services from a single company

Sales

- Property in Berlin and surrounding regions
- Source financial services and organize the purchase process

Tradesmen services

- Expertise in a large number of trades
- A dependable partner for repair and maintenance work
- Access to highly competitive cost agreements

Metering and service

- Develop and implement consumption-based billing for heating and hot water
- Use of advanced radio heat cost allocators and water meters

Building services

A rock-solid structure

Well-looked-after buildings, punctual rental income, compliance with all legal requirements for the management of rental properties

As an owner, these are things you need to be able to take for granted. **gewobe** will handle all aspects of property rentals to give you the maximum return on your investment. Everything we do is planned to deliver optimum results. Our client-friendly service hours guarantee excellent availability and in urgent cases, our 24-hour emergency service is on call to take immediate action.

Our highly efficient IT team offer reporting, balance sheet preparation, and profit and loss accounts in compliance with current standards. Our efficient process management guarantees efficient accounting and collection of arrears.

gewobe – the ideal partner for your property.

An overview of our services

Commercial management

- House and property management in compliance with all legal and official regulations
- Letting
- Tenant and property files
- Definition and supervision of house rules
- Safekeeping and management of deposits
- Supervision and implementation of tenant changeovers
- Organization of insurance for the properties managed, claims processing
- Administration and accountancy of rental surpluses

Operating costs and rent calculation

- Examination of all fees and bills of charges; punctual payment of all overheads
- Rent adjustments
- Punctual periodical service charge accounts

Technical property management

- Annual reports on maintenance, repair, and modernization requirements
- Contracts for all necessary repair and maintenance work
- Inspection and approval of all work provided
- Examination of all invoices, prompt payments
- Monitoring compliance with all legal requirements and standards
- Pursuit of warranty claims and claims for compensation
- Property viewings/inspections



Our services include client-friendly office hours and a 24 h emergency service.

Extra services

Collections management

- Termination of tenancies or licenses if necessary
- Instigation of debt collection action where necessary
- Proxy for all contractual claims against the tenant

Contract management

- Negotiation, supervision, and adjustment of all management contracts

Reporting

- Preparation of balance sheets and profit/loss statements
- Preparation of annual budgets/business plans
- Preparation of maintenance schedules
- Preparation of tenancy reports and arrears schedules
- Preparation of quarterly and annual financial statements

Welcome to gewobe

Sales

Property sales and development

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Residential property management

Property and building management for clients

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weg-verwaltung@gewobe.de
hausverwaltung@gewobe.de

Metering and service

Metering and billing services for heating and hot water

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city-apart

gewobe's furnished apartments

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