



**COMMONHOLD SERVICES**

**GENERAL**

<i>Services included</i>		<i>Prices</i>	<i>Notes</i>
Managing	Managing of the commonhold in all its administrative, financial, legal and technical aspects	included	
Representation	Acting in full as the representative of the commonhold in front of each and any third party	included	
Quarterly Fees	Collection of quarterly fees from each Owner	included	Organised so that each Owner deposits his fee directly into the commonhold's bank account
Payment of Bills	Electricity Telephone Gas Water Garbage	included	Relevant to commonhold only. Direct debit from commonhold's bank account
Balance Sheet	Preparation and publication of the annual balance sheet	included	According to Italian legislation
Property Check	Call of the annual general meeting with all the Owners and of any special meeting if and when required	included	
Meetings	Call of the annual general meeting with all the Owners and of any special meeting if and when required	included	
Office	Availability of one person at the office of Torre de' Monaldeschi once a month	included	Time TBD
Enquiries	Availability of one person over the phone from Mondays to Fridays at office hours and Saturday mornings	included	



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	<i>Services included</i>	<i>Prices</i>	<i>Notes</i>	
<b>EXTERIOR WORKS</b>	Services	Organising and managing cleaning of all the common areas	included	
		Organising and managing gardening works (pruning of trees, plants, etc.)	included	
		Cleaning of all common areas and maintenance of the commonhold gardens, plants and trees	included	See annual schedule of works
		Cleaning of private gardens and maintenance of the same (grass, plants and trees)	included	See annual schedule of works
<b>MAINTENANCE</b>	Services	Organisation of tenders for major maintenance works and choice of contractor(s)	included	
		Appointing of contractor(s) for minor maintenance works	included	
		Organising and managing completion of works when necessary	percentage of works	
<b>SPECIALS</b>	Spot Services	Organising pest control services	included	