

Packages adapted to your commonhold:



Dynamic Package



Comfort Package



Premium Package

- Finding the right property manager for you is a very personal choice. Because every commonhold is unique, Trevi has developed different service packages to provide the best, most flexible solution to its clients' needs.
- So identify which commonhold profile fits you, and ask for a quotation suited to your needs.
- The thing to remember is that depending on which profile you choose and your building's characteristics, our prices range from EUR 14 to EUR 28 inclusive of all taxes per apartment per month to be divided between the unit-holders, of course, according to their proportionate ownership of the common parts.



Dynamic Package

You want a property manager that will:

- **Give notice of general meetings**, do their administration and distribute the minutes;
- **Keep the commonhold association accounts**, draw up the statement of costs by type of expenditure and apportionment criterion, draw up an individual statement of the apportioned costs and your commonhold association's assets on an annual basis and administer the commonhold association's funds;
- **Have the general meeting's decisions carried out.**

While:

- Allowing the commonhold board to be involved in the daily management of your commonhold property by personally issuing invitations to tender, compare tenders and attend to competitive purchasing arrangements;
- Personally attending, through the commonhold board, to supervision of works and the general condition of the building, decisions on whether to incur expenditure and any actions to be taken.



Comfort Package

You want a property manager that will:

- **Organize and give notice of general meetings**, do their administration and distribute the minutes
- **Have the** general meeting's **decisions carried out**.
- Issue **invitations to tender, compare tenders** and attend to **competitive purchasing** arrangements
- **Keep the commonhold association accounts**, draw up the statement of costs by type of expenditure and apportionment criterion, draw up an individual statement of the apportioned costs and your commonhold association's assets on an annual basis and administer the commonhold association's funds;

While:

- Allowing the commonhold board to be involved in the daily management of your commonhold property by being involved in overseeing the general condition of the building, decisions on whether to incur expenditure and any actions to be taken.
- Enjoying **certainty** about the cost of services which will be charged on a fixed sum basis for both basic and additional services.



Premium Package

You want a property manager that will:

- **Organize and give notice of general meetings**, do their administration and distribute the minutes
- **Have the** general meeting's **decisions carried out**, follow up on them and be regularly present in the building;
- Issue **invitations to tender**, **compare tenders** and attend to **competitive purchasing** arrangements
- **Keep the commonhold association accounts**, draw up the statement of costs by type of expenditure and apportionment criterion, draw up an individual statement of the apportioned costs and your commonhold association's assets on an annual basis and administer the commonhold association's funds;
- **Perform monthly inspections of your property** and give you a quarterly report with the works needed.

While:

- Offering the commonhold board **maximum peace of mind** in overseeing the general condition of the building, and preparing for it all the documents and reports that it is required to communicate to the unit-holders.
- **Undertaking** to see that **your manager regularly visits on-site**. The frequency of visits is set when the contract is signed;
- Guaranteeing **total certainty** about the cost of services which will be charged on a fixed sum basis for both basic and additional services.