

Upravljanje nekretninama « M A R – K A T »

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OFFER FOR THE BUILDING MANAGEMENT AND MAINTENANCE

“Help with establishing and managing Common Reserve Fund”

Respected reader: In a case that you don't have an organised management and maintenance of your building, and you are aware of your legal obligation to do so, or you have organised a management company but you are not satisfied with the work of your current management , we feel free to offer you our services .

In this way we would like to introduce you to the possibilities regarding management and maintenance that can maximise your buildings functionality.

Real Estate Management company “MAR-KAT” is registered on the Island of Krk (since June 2002.) for the business mentioned above, with the main goal of improving building management and functionality at specific coast area and islands, all according the laws and special requirements of the area and demands of the building co-owners.

What is differencing us from our competitors from the other areas who offer management and maintenance from far is that **we are always present in the area where we want to work, so hopefully, we are offering service of higher quality** – and that statement can be supported by the growing number of our new contracts and clients.

Also, we would like to remind you that buildings that already have organised management and maintenance system, chosen by co-owners or decided by the municipality, can have another selection of a manager at any given time if they are not satisfied with the work of the current one.

Every building has relatively specific and different needs and that is where we offer you a flexible approach according to the laws and rules and according to the demands of the co-owners.

From the spectre of our services we would like to point out:

- We are ready to sign the contract useful for both sides while respecting all obligations defined by the contract
- Complete care about common areas, maintenance of building and functional state necessary for normal usage, based on your wishes and possibilities
- We are ready to organise and deliver maintenance of the emergency nature on your building by our company or third part that has all requirements necessary for the job and that we have contact with
- Organising and monitoring investment works after considering different offers from the bidders

- Expense allocation according to the ownership shares, delivering obligations towards third parties regularly and according to the co-owners payments
- Assisting with building condominium and registration in legal land books
- Providing an insurance with quality insurance company at best rates, according to co-owners wishes and with the special offers and discounts if insurance is agreed on more years and special offer for building manager, also taking care of damage removal and indemnification
- Regular reporting to co-owners about finished works and financial transparency regarding previous year and also possibility of checking on current accounts if co-owners representative asks for it
- If it is necessary, paying the common electricity consumption and other from Common Reserve Fund.

Additional note:

Before signing the Managing Contract it is necessary that all building tenants sign Co-owners Contract and it is valid if it is signed by more than 50% of the tenants depending on the size of ownership parts. With the same contract one person between tenants shall be selected as tenants' representative and person who will sign Managing Contract with the real estate management company in the name of other tenants. We also offer our help with Co-owners contract.

If you are ready to accept our offer about management and maintenance it is necessary to make a decision about building governor and sign it at Appendix 1. according to the law.

According to your wishes and call we are ready to meet with you for further explanations. For all other questions and clarifications we are available via agreed meetings or mentioned phone number and e-mail above.

We are looking forward towards long term cooperation on mutual delight.

In Krk

Kind regards,

Mar-Kat

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