



honeydell

BLOCK MANAGEMENT

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About Us

Honeydell Block Management are an independent estate block and property management company located in Maidstone, Kent

We are a management company that takes pride in what we do, our goal is to ensure you get the service you expect and always have your best interests at heart.

Our aim is to provide a professional service which offers transparency, quality, and value for money. We work closely with our clients, which ensures smooth running of the development.

We appreciate that developments have differing requirements and we will adapt our services and fees to suit the needs of each client.

Whether you have 4 units or 400 units. our costs are kept to a minimum and our fees are fixed with no hidden charges.

Our team have over 30 years collective experience in the industry, we understand the challenges people face when it comes to dealing with property.

We have direct involvement with all our clients and will always be available to help resolve any problems that should arise.

We are members of RICS, IRPM, PRS and associate members of ARMA.



Services

- **Management**

We arrange the maintenance and repair of the communal areas which includes, cleaning and gardening on a regular basis, property inspections, repairs to the building and grounds and manage any major works including S20 consultations that are required by the lease.

- **Financial**

Dealing with the financial side of the management, we issue and collect service charge and ground rent payments, prepare service charge budgets, open separate ring fenced client bank account for the development, reconcile service charge accounts and liaise with independent accountants.

- **Regulation and Compliance**

We are kept up to date with all new regulations through our professional bodies and pass this onto our clients. We appoint qualified personnel to carry out Fire Risk Assessments including inspections to Flat entrance doors and Communal fire doors, Asbestos Surveys, Electrical Installation Condition Reports and Water Hygiene including testing for Legionella.

- **Company Secretary**

Acting on behalf of your management company, we can update and submit any filing within the timeframe at Companies House including adding or removing directors. We prepare and issue share certificates, maintain the statutory registers, send out minutes and written resolutions to members and arrange and attend AGMS when required.



Residents Portal

The management software we use is called 'Resident Management Software'. This is a cloud based system that can be used on a variety of platforms. Once registered, owners can view various documents detailed below:

Accounting information:

Property owners are able to view their account online, check payments and balance of account and view service charge and ground rent (if applicable) demands.

Documents:

Insurance, risk assessments, annual budgets and year end accounts are among many documents that are easily accessible via the portal.

Report Maintenance:

Owners can report any maintenance issues that arise in the communal areas of the development. The progress on the repairs are updated automatically and can be tracked on the portal at any stage.

Directors Portal:

Directors have additional features on their portal, which enables them access to majority of the management system including bank transactions, supplier invoices, arrears and reporting functions.



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RICS



irp.m

qualified property
professionals here

ASSOCIATE

PRS Property
Redress
Scheme

