

Residential Block Management

Jordan & Cook Property Management are fast-becoming a leading name in the Residential Property Management sector in Worthing and the surrounding area, with a growing reputation for efficient, proactive management services.

Jordan & Cook's Management Department has two sides to the business, one being the residential block management department and the other being the commercial management department, both of which have been very successful during the recent recession in advising clients in the most economic way of making savings on their general outgoings.

Financial - Efficient

We offer the full range of financial management services including handling all financial matters such as preparing budgets and certificates of income and expenditure, dealing with collection of ground rents and service charges, making payments to contractors and handling all other expenditure for the buildings we manage.

Maintenance and Repairs - Proactive

We carry out regular inspections of all managed properties and take a proactive approach to their maintenance. Any necessary maintenance identified will be dealt with as quickly and efficiently at competitive prices from suitably qualified local contractors.

The Property Management department is supported by a Consultant Building Surveying team which provides expert help with the more complicated building maintenance issues faced by block managers, such as structural repairs, roof replacement and other major works.

Client Liaison – Partnership

We have a wealth of experience particularly with freehold management company clients. Our philosophy is simple – we work in partnership with our clients to deliver the level of service the client requires, the client can take as active or passive a role in the management as they wish. We manage the building to the client's requirements, not the other way round.



Fees – No Surprises or Hidden Extras

Our management fee is all-inclusive and incorporates all standard management duties and activities. We do not levy 'stealth' charges to lessees such as charging for letters or informal advice or for carrying out site visits. Any additional fees such as supervising major works projects are always agreed with the client first.

Jordan and Cook: Local, Experienced, Qualified

The department manages both residential and commercial properties at Jordan & Cook's town centre office in Chapel Road and are actively seeking to expand further.

We have a wealth of experience particularly with freehold management company clients, we are approachable and reliable, our fees are competitive and the service we offer is both friendly and efficient.

As members of Royal Institution of Chartered Surveyors (RICS), Association of Residential Managing Agents (ARMA), and with a qualified Associate of the Institute of Residential Property Management heading up the Department, we are in a prime position to deal with new procedures required by legislation changes. We are looking to expand our client base and our membership of these bodies gives our clients extra confidence and peace of mind. We pride ourselves on building excellent working relationships with our clients and could provide references to any prospective clients.

If you wish to discuss the management of your property or find out more about the services provided by Jordan & Cook, please contact

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West Sussex, BN11 1EG.

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