



Block Management



# Peace Of Mind With West – The Property Consultancy

Trust • Care • Drive • Results



## Block Management

WEST – The Property Consultancy, offers Block Management services and a refreshing approach to this important discipline, complimented by an efficient Client Accounting function acting in the management of an increasingly large number of leasehold properties across the city of Oxford and the larger provincial towns of Oxfordshire.

We are an accomplished property consultancy and are recognised as one of the most established high performance property businesses in Oxford and the wider county. We range from handling smaller group property ownership to looking after more substantial residential developments – delivering a level of care and empathy that is a rarity in this specialist strand of the property industry. New development management, residential conversion management, established purpose built apartment block management all form part of our management portfolio.

Tailored services to fit with our clients' specific requirements – from freeholders, to residential management companies to

developers, Local people with an International attitude - we have bases in North Oxford and The Vale of The White Horse (Wantage) and have importantly forged longstanding relationships with carefully vetted local contractors managed either personally or through the efficient "Proptech" option - FixFlo.

Our innovative approach protects and consistently maintains your property investment, whilst minimising financial outlay, thus representing one of the best value added propositions for your building or development.

The management of purpose built apartment blocks is an increasingly complex challenge, and the responsible management company directors need to be able to rely on a specialist agency that has their interests at heart throughout the relationship.

Please contact the Head of Block Management:

**Christopher Ramsell MARLA**  
Head of Block Management

**E:** [chris@west-tpc.co.uk](mailto:chris@west-tpc.co.uk)

**M:** 07515 984476

**T:** 01865 510000







## Our Services

WEST – The Property Consultancy offers a wide range of services in the leasehold property management sector:

- Annual budget preparation
- Effective collection of service charges and ground rent
- Scrupulous credit control procedures
- Carefully managed inspection regimes maintaining high standards of repair
- Immediate response and notification of repairs
- Managing payments to contractors and the supervision and validation thereof
- Maintenance regime preparation for major ongoing repairs
- Block services tendering
- Company meeting attendance (Prepare and circulate notices/ agenda of company meetings. Ensure taking of minutes and circulation to shareholders)
- Statutory paperwork issued and maintained
- Advising Directors in relation to statutory compliance in line with up to date legislation
- Preparation of annual accounts and financial information
- Maintaining compliance with lease/transfer terms
- Advice as to resident and legal enquiries
- Assistance with freehold purchase



Oxford  
Oxon  
Glos  
Berks  
Bucks  
Wilts  
Northants  
London

SUMMERTOWN  
01865 510000  
E : oxford@west-tpc.co.uk  
  
WANTAGE  
01235 772299  
E : wantage@west-tpc.co.uk  
  
LONDON  
020 7467 5330  
E : info@mayfairoffice.co.uk

**Our Services**  
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& Block Management  
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