Our Services

1. Rent Collection and Accounting

Lantena's rent collection and accounting services ensure a smooth and transparent process, giving landlords peace of mind and reliable financial management.

- Direct Rent Collection: Efficiently collect rent through the landlord's account, minimizing delays and ensuring timely payments.

- Rent Collection and Maintenance Software: Utilize advanced software to streamline the rent collection process, track payments, and manage maintenance requests efficiently.

- Accurate Accounting: Maintain precise financial records for transparent and organized accounting.

- Monthly Statements: Provide detailed monthly statements for landlords to monitor income and expenses.

- Late Payment Management: Implement strategies to handle late payments, ensuring consistent cash flow.

- Tenant Communication: Maintain clear and professional communication with tenants regarding rent due dates and payment methods.

- Dispute Resolution: Address and resolve any payment-related disputes promptly.

2. Tenant Management

Lantena's tenant management services provide comprehensive support to create a harmonious and well-maintained property.

- Screening and Selection: Ensure reliable tenants through thorough background and credit checks.

- Lease Agreements: Preparation and enforcement of clear, legally compliant lease agreements.

- Maintenance Coordination: Prompt handling of repair requests and regular property inspections.

- Tenant Communication: Efficient and professional communication to address tenant inquiries and concerns.

- Conflict Resolution: Effective mediation to resolve disputes and maintain a positive living environment.

3. Facility Management

Lantena's facility management services are designed to maintain the highest standards of property care, ensuring a safe and comfortable living environment for tenants.

- Maintenance & Repairs: Regular upkeep and timely repairs to keep properties in excellent condition.

- Vendor Management: Coordination with reliable contractors and service providers for quality work.

- Health & Safety Compliance: Ensuring all properties meet local health and safety regulations.

- Energy Management: Implementing energy-efficient solutions to reduce costs and environmental impact.

- Property Inspections: Conducting routine inspections to identify and address potential issues.

4. Assessment of Rent and Service Charges.

Lantena's assessment services ensure fair and optimized rent and service charges, fostering trust and satisfaction for both landlords and tenants.

- Market Analysis: Comprehensive evaluation of current market trends to set competitive rental rates.

- Property Valuation: Regular assessment of property value to determine appropriate rent increases.

- Service Charge Breakdown: Detailed explanation of service charges, ensuring transparency for tenants.

- Cost Optimization: Identifying areas for cost savings without compromising service quality.

- Financial Reporting: Clear and accurate reports on rent and service charge assessments for landlords.

5. MRI and Filing

Lantena's MRI and Filing services provide a comprehensive and organized approach to property documentation, ensuring accuracy, compliance, and ease of access for all necessary records.

- Maintenance Record Inspection (MRI): Thorough examination of maintenance records to ensure all property upkeep activities are documented and compliant.

- Digital Filing: Secure storage and easy retrieval of all property-related documents in a digital format.

- Paper Filing: Systematic organization and storage of physical documents for easy access and reference.

- Compliance Review: Regular audits to ensure all filed documents meet regulatory and legal standards.

- Document Management: Efficient handling of tenant agreements, maintenance records, financial reports, and other important documents.

6. Property Marketing

Lantena's property marketing services ensure your properties are promoted effectively to achieve maximum occupancy and client satisfaction.

- Strategic Advertising: Utilizing multiple platforms to reach a broad audience, including online listings, social media, and print media.

- Professional Photography: High-quality images and virtual tours to showcase properties in the best light.

- Targeted Campaigns: Customized marketing strategies to attract the right tenants or buyers for each property.

- Brand Management: Enhancing the property's brand to increase visibility and appeal.

- Lead Management: Efficient handling of inquiries and follow-ups to convert leads into successful leases or sales.

7. Project Management

Lantena's comprehensive project management services ensure a smooth and successful project from start to finish, delivering high-quality results that meet or exceed client expectations.

- Site Acquisition: Identifying and securing the ideal location for the project.

- Architecture Design: Collaborating with architects to create a functional and aesthetically pleasing design.

- Contractor and Building Engineer Coordination: Selecting and managing contractors and engineers to ensure high-quality construction.

- Plumbing and Wiring: Overseeing the installation of plumbing and electrical systems.

- Landscaping: Enhancing the property's exterior with thoughtful landscaping.

- Compliance and Permits: Ensuring all construction complies with local regulations and obtaining necessary permits.

- Quality Control: Implementing rigorous quality control measures throughout the construction process.

- Project Scheduling: Developing and adhering to a detailed project timeline to ensure timely completion.

- Budget Management: Keeping the project within budget through careful financial planning and monitoring.

- Risk Management: Identifying and mitigating potential risks to keep the project on track.

- Final Inspection and Handover: Conducting a thorough final inspection and handing over a complete, fully functional project to the client.