



GEM CRYSTAL CONSTRUCTION & FACILITIES LTD.
GCCF RC1723075

Head Office Address:

29B FINE TOUCH, OLUBUSE STREET,
EDE ROAD, ILE-IFE, OSUN STATE, NIGERIA.

Tel: +2348037285847

E-mail: gemcrystalcfl@gmail.com

Your Ref _____

Our Ref _____

Date: 06/05/2022

HOUSE 24 STUDENT'S HOSTEL PROPERTY MANAGEMENT PROPOSAL



Engr. Samuel ADEYEMI

COREN; R43020

IN GOD WE TRUST

OUR BACKGROUND

Being a real estate and facilities company, we have been managing and offering real estate services in academic environ and its community at large for about 10 years. During these periods, we have managed hostels, residential and commercial facilities. Among the hostels managed and still managing include but not limited to Donlove Castle (38 self-contained), Fine Touch hostel (100 self-contained), Castle of Grace (40 self-contained), White house hostel (20 self-contained), Gem Crystal Castle (52 self-contained), G-height hostel (62 self-contained), Tush Ville (51 self-contained) and superb hostel (57 self-contained) etc. we have high profile record for provision of comfortable accommodation with smooth/cordial management relationship among hostel's owners, community dwellers, student and other agencies (such as PHCN, security service providers/Network, school management, union leaders etc.) within Ile-Ife community and its environ. Our long-term relationship with every of our client speaks volume of our integrity, reliability, accountability, and dynamism in the industry. We strive to always improve by learning innovation and providing ethical and competitive real estate services.

OUR AIM

At GCCF Ltd, we understand that keeping your properties attractive, maximize annual return and capital appreciation for a long period matter. To achieve these, our objectives are to

- i. Obtain the best return possible and minimize your expenses.
- ii. Ensure properties are managed and maintained at optimum conditions.
- iii. Lease your properties to most suitable tenant quick and fast through painstaking selection process while achieving competitive market rental.
- iv. Establish smooth relationship among various components involved.

WHAT CAN WE DO FOR YOU?

GCCF Ltd has established cordial and service relationship with different components involved in smooth and successful running of residential properties in Obafemi Awolowo University (OAU) environment over a long range of years. We are experienced in likely pit-holes that maybe encounter in the course of managing facilities, and possible way outs are equally understood. We are known for managing highly organized, comfortable, constant electricity and top-notch accommodation, and profiles of hostels managed and listed above speak about our market strength (Network). We believe GCCF's market strength will bring house 24 to limelight of most suitable potential occupants and optimal annual return will be accrued on the

IN GOD WE TRUST

said properties.

Also, we understand the socio-cultural background of different components involve ranging from community dwellers, OAU student and others (such as school management, union activities, religion activities, health issues, communication gap between students and community elders). We understand how to handle issues of thief among tenants living within the hostels and exercise disciplinary actions.

We equally understand that successful management hinge on quality of tenant selection and screen processes, equipped them with best information and resources, keep up to date through diligent tracking of market trends and customer needs.

We have developed tactics through experience, and the tactics minimize expenses and ensure maintenance of properties at optimum condition. We have developed high level of pro-active response mechanism in handling complains, and early detection of potential problem to ensure that exceptional standard services are maintained at all times. These, we are well-known for.

We are experienced in managing tenants of different temperaments and family background.

MANAGEMENT SERVICES OFFERED

Details of the services we will provide during hostel management include but not limited to

ADVERTISING

GCCF Ltd. work with team of tested and trusted agent and student's leaders who will help creating traffic to your properties. Likewise, GCCF use different social media (such as WhatsApp status, organized WhatsApp group page, telegram group page, facebook, tweeter and other social media platform) in creating traffic towards our managed hostels. GCCF LTD., being one of the major agents managing hostel with constant light, will facilitate quick spreading of the present of constant light in the said hostel and optimal annual return will accrue.

TENANT SELECTION

GCCF LTD adopt tenant friendly screen selection processes through the using of form. We will require prospective tenants to provide information contained in "Application Form", and through information provided in the form, the eligibility of the tenant will be decided. This application form is also called "**Tenant detail Form**". Physical assessment and phoning the

potential tenant guarantor(S) are often needed to affirm the eligibility of intake tenants. GCCF Ltd understand through years of experience that successful selection of suitable tenants has a significant impact on overall performance of management services in the industry.

INITIAL AND FINAL INSPECTION

GCCF LTD uses **checklist form** to monitor room fitting before potential tenant takes possession of a space and compare the status of each fitting at end of tenancy.

Initial inspection will be carried out prior to tenant taking possession of the properties through provision of **checklist form**. The checklist form details the report of the list of fittings and its conditions find in the property before tenant initial check-in. The tenant will receive a copy and sign on it. This inspection is then use as a guide for the “Final Inspection” at end of tenancy.

LEASE PREPARATION- LETTING FEE

Letting fee covers all the cost of attaining new tenant excluding Tenancy Agreement Fee and Agency fee. Agency fee is fee pay to external body who introduce potential tenant to property. Letting fee includes all show-through, initial inspection, reference checking, lodging of bond and other documentation.

RENT PAYMENT

Tenants will pay rent via account details and platform provide by landlord.

SECURITY BOND

At commencement of tenancy, a “**CRIME PREVENTION FORM**” will be required to be filled, signed and submitted by new tenant. The form will be filed and submitted with the necessary agency or association if necessary.

RENEWAL TERMS

Renewal terms and conditions are clearly stated in agreement form. Tenant will indicate interest for possible renewal for another a year rent, the indication will be done through collection of **renewal form** and the indication of interest will be done a month to rent expiration. Renewal of rent will be subjected to landlord/management approval. An email, SMS message or phone call may be sent/placed as a reminder to tenant whether to pick a renewal form if needed.

FINAL INSPECTIONS AND ENG OF TENANCY MATTERS

When the tenant advises us of their intention to vacate the property, we will set a date to conduct a final inspection and provide the tenant with a 'Final Inspection Check List'. Following

this, we will inform landlord of the tenant's intention to vacate and oversee that the property is cleared of all personal effects, and all cleaning (including the carpets, mattresses, soft furnishings if any) have been thoroughly examined. A final Exit Condition Report (required **RTA form**) will be checked against the original Entry Report (**Checklist form**).

ROUTINE INSPECTION

Routine inspections will be sometimes carried out, especially every three months. This condition will be stated clearly in Tenancy Agreement Form". Security inspection maybe required under special surveillant situation recommended by registered or recognized security agencies.

EVICTIION SERVICES

Quit notice and tenancy termination letters may be issued based on different warranting grounds. The grounds range from security reasons, threatening to other neighbor's life, disciplinary reasons, defaulted in due rent payment etc. GCCF Ltd as a seal and mode of operation in eviction process. In few occasions, court eviction services and appearance method have been adopted.

SUPERVISION OF MAINTENANCE AND REPAIR ACTIVITIES

GCCF Ltd will attend to repair, maintenance and other tenants' complain promptly. We will engage experienced and reliable artisans and technicians in troubleshooting and fixing of fault whenever arises. Likewise, we will also work with any artisans/technicians recommended by client therein called Landlord. Based on our years of experience and our usual large number of tenants handled, the maintenance and repairs activities are reported monthly if any.

ACCOUNT

GCCF Ltd has developed comprehensive list format for accounting up till date status of each tenant. The list stated clearly the name of the tenant, room number, previous outstanding (if any), current year rent, date of payment made, amount paid, leftover (if any), expiration date etc. The list will be updated every month to show the rent status of each occupant in the apartment. We may also assist in preparation of income and expenditure account to ascertain yearly turn-over and profit or return on investment, if requested.

SUPERVISION AND CORDINATION OF OTHER STUFF

GCCF Ltd will oversee the activities of the hostel's staff and strengthen the relationship between tenants and other staff to ensure peaceful running among different parties involve. Supervision and coordination will be carried out in line with landlord's instructions.

SO, WHAT ARE COSTS INVOLVE....

GCCF Ltd. Only charge token amount of money for management services. We are opened for negotiation about the management fee. At GCCF Ltd pleasing and serving our client is our commitment not only gain or other service benefit.

WHY USE GCCF LTD.?

Because, we care

- About you
- Your investment
- Your peace of mind

GCCF LTD. IS DEDICATED TO MANAGING PROPERTIES.

THAT'S ALL WE DO

Office address:

29b Fine Touch hostel,
Olubuse street, Ede-road,
Ile-Ife, Osun State,
Nigeria.

Mobile Number: +2348037285847

Email: gemcrystalcfl@gmail.com



06/05/2022

Director's Signature & Date