



# EXCLUSIVELINKS

Real Estate Brokers

*The complete property experience...*



## Company Profile

Sales | Leasing | Management

# Complete Property Experience

Our professional and dedicated team of experienced Agents are ready to assist you with the A- Z of specialized services for all your property requirements.

## SALES

What can you expect from your Client Manager?

At Exclusive Links we build relationships and pride ourselves in offering the "Exclusive" service that you deserve.

Our experienced Client Manager's will guide you through the purchase and sale processes with effortless precision.

- Fully compliant with RERA regulations
- Professional evaluation of your property
- Effective marketing solutions
- Up to date property listings
- Regular communication and correspondence
- Prompt response to email and telephone enquiries
- Client Manager available for consultation at any time
- Access to the best projects and properties on the market
- Investment portfolio advice and guidance
- Excellent negotiation skills to conclude the sale process
- Professional and motivated Client Manager who take pride in their roles

## RENTALS

Why is it important to use the correct rental agency?

There are many aspects to consider when placing your property on the market to rent. We will guide you through the rental process.

We have an extensive portfolio of corporate clients who have utilized Exclusive Links rental services for a number of years. We provide landlords with an excellent calibre of tenants.

- A large team of efficient Rental Client Managers ready to assist you
- Thorough knowledge of local areas and market rental rates
- Prompt viewings and appointments
- Thorough tenant vetting
- Assistance with any maintenance, painting or cleaning requirements
- Process the tenancy agreement and collect payments
- Complete a smooth handover of the property
- Change DEWA/ Palm district cooling/Empower accounts
- Assist with renewals and reminders

## PROPERTY MANAGEMENT

Why is property management important for your investment?

- Immediate action to resolve any maintenance or queries for landlords and tenants
- Preventative maintenance programs
- Properties are kept in excellent condition to maximize revenue potential
- Property inspections ensure your tenants are abiding by the tenancy contract
- Home care services that provide you assurance your property is secure during periods of vacancy.
- Advise of changes and amendments to the law and procedures
- Promptly collect rent payments and renew tenancies
- Provide a designated Property Manager who is contactable at anytime
- Assistance with authorities including rental committee

The decision of the Real Estate company you select to represent you is a decision that should not be taken lightly. At Exclusive Links every member of our team values their role and the requirements of every client. Our aim is to exceed your expectations by enhancing the services of a Real Estate Agents role in today's market.

Call a member of our team today to discuss your real estate needs.



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# Long Term Leasing

As a letting and management company we assume the role of the landlord. We act in your best interests and care for your property as if it was our own.

## MANAGEMENT



- Advertise the property and locate suitable tenants.
- Complete all the necessary documentation and paperwork ensuring compliance with Government regulations.
- Advise the landlord of their responsibilities and negotiate on their behalf.
- Provide full disclosure to landlords in the tenant vetting process.
- Prepare and execute tenancy contracts.
- Assist with electricity and water account transfers. (DEWA)
- Ensure smooth handover of the property to tenants and ensure any maintenance or repair work is carried out.
- Arrange cleaning should the property require prior to the tenant taking possession.
- Should a gardener or handyman duties be required, this is arranged by us once all costs are approved by owner.
- We check on the property through periods of vacancy.
- If landlords have tenants on a long term lease we will inspect the property every 3 months to ensure they are abiding by the tenancy contract. A written copy of this report is provided for your records.
- Be the point of contact for tenants.
- We contact the tenants 3 months prior to tenancy expiry to discuss renewal and rental increases for the next term.
- If the property is under warranty we will conduct a final inspection prior to the expiry of the warranty to ensure any problems are resolved before they become chargeable.
- We conduct a final property inspection at the end of a tenancy term and ensure any damage is rectified and charges deducted from the security deposit.



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# Property Snagging and Handover Services

Exclusive Links can assist new property owners with their pre-handover inspection conducted with the Property Developer.

One of our Property Management Team will attend the inspection either in conjunction with the new property owner & the developer's representative, or on behalf of the property owner for those based off shore.

During the Property Handover period new property owners can be rushed through their handover inspection with the developer's representative and subsequently, many defective items can be missed.

Our team of property managers are trained and experienced in identifying faults that can be costly to repair once the warranty has expired.

The following items are just part of what will be checked for serviceability and quality control.

## EXTERNAL

- External concrete finish, texture and painting of the building walls
- Damage or imperfections to paint or concrete of external walls
- The window frames, glazing and surrounds
- Paving and tiling work to patio, carport and front entrance
- Alignment and finish of fences or dividing walls
- Exterior electrical fittings
- Main building exterior fixture and fitting
- Roofing and waterproofing



# Property Snagging and Handover Services

## INTERNAL

- Doors to ensure correct clearances and function, as well as handles, locks and door stops.
- Window frames, screens, glazing, surrounds and functioning
- Plaster works for tool marks, scratches, uneven surfaces and sanding ridges
- Ceilings for correct finish and for visible joints
- Quality and fitting of ceiling fixtures such as lights etc.
- Cornice lines for finish and alignment
- Walls and the skirting boards for uneven levels, finish or painting
- External corners and arches for straightness/even curve
- Kitchen cupboards, vanities and the bench tops for scratches, damage, function of doors/drawers and general finish
- Tiling and grouting for finish, chips or cracks, uneven laying and straightness
- Cut-outs from tiling around taps and plumbing for correct sizing
- Painted surfaces for coverage, blemishes and paint runs (paint spillages onto tiles, benches, cupboards, etc. will also be noted). Nail holes are also checked for proper filling.
- Baths are checked for scratches, damage, poorly fitted drains or plumbing fixtures
- Granite surfaces for cracks, chips, poor alignment or joining.
- All other plumbing fixture and fittings will be checked for damage or poor installation
- All electrical appliances/connections are in working order
- Key and lock function

## INSPECTION INCLUDES

- A thorough and detailed written report which will be provided within 4 business days
- Constant follow up inspections (until rectification works have been completed by the developer).
- Any further information and/or telephone support required by the buyer after our reports are delivered



# Property Snagging and Handover Services

## PROPERTY HANDOVER AND KEY COLLECTION

In addition to our Handover Inspection Service we will assist in the collection of keys from the developer on your behalf.

Developer's terms and conditions will apply for key acceptance by a third party.

Exclusive Links provides assistance with Power of Attorney attestation within the UAE.

- Preparation of approved Power of Attorney format.
- Assistance with Power of Attorney Process.
- Arrange appointment for Handover
- Attend Handover and key collection inventory.
- Collection of Handover documents and manuals.
- Condition/Inspection report of the property including additional items and finishes if specified in Sale contract  
( *this does not include unit measurement* ).
- Follow up on inspection report and identify any other issues for rectification.
- Assistance with transfer of utilities accounts.

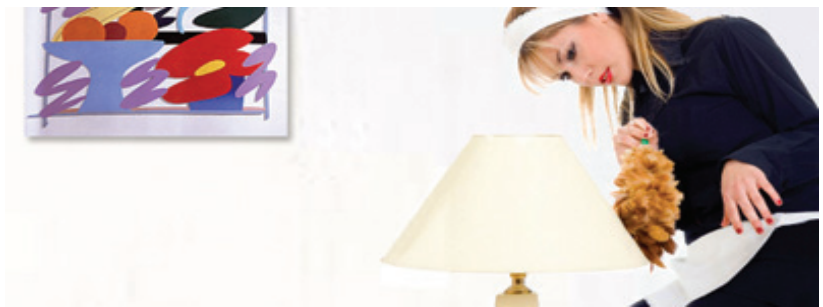




# Home Care Services

Our principle objective is to provide personalised, professional and efficient management services. Home owners who use a property only periodically our Home Care Services provide 24 hour peace of mind.

## PROPERTY CARE



*Exclusive Links can provide a regular property inspection service to check on security and maintenance of your property during periods of vacancy.*

- Minimum of once monthly property inspections
- Any maintenance issues to be reported and resolved
- Take delivery of furniture and check quality control and inventory
- Approve access to property for installations or deliveries
- Electricity and water connections
- Installation of satellite, telephone and internet connections

## CLEANING AND LAUNDRY

*Our honest, reliable and supervised cleaners provide a personalised quality service tailored to the needs of each individual client, with dedication to getting it right for you every time.*

- A thorough general clean of the property
- Bedroom linen/ curtains can be collected, laundered and refitted
- A deep clean service can be offered. The deep clean team will ensure every inch of your home is thoroughly cleaned and sanitised, floors, tiles, and kitchen appliances e.g. washing machines, ovens, fridges, cupboards and drawers, skirting boards, walls, doors, inside windows and dusting of all surfaces.
- Our trained and reliable window cleaners will make your windows sparkle; all safely accessible windows will be cleaned
- Specialised cleaning services e.g. chandeliers, carpet and rugs, furniture and upholstery can be arranged.

Our Home Care Services are tailored to meet your individual requirements.



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# Home Care Services

## PROPERTY CARE

Landscaping design services can give you the garden you desire and deserve whilst adding value to your asset. The professional and efficient garden design team will work to achieve your specific requests with quality results.

Garden Landscape design, swimming pool/Jacuzzi installation, external flooring, granite slate, cobble stones, marble, and water features can all be arranged by Exclusivelinks.

*A weekly maintenance service will provide all the necessary equipment to attend to shrubs, plants and lawn.*

- General tidiness of the garden includes raking of leaves, weeding of landscaped area, trimming and pruning
- Lawn mowing and edge cutting
- Lawn fertilisation and slow release fertilisation treatment of shrubs and trees, can be carried out periodically
- Monthly pesticide spraying for lawn and all plants
- Quotations available for automatic Irrigation systems

## PEST CONTROL

Unwelcome little visitors can show up even in the best kept homes. We can arrange a pest control inspection, and if necessary, a thorough pest control treatment.

## OTHER SERVICES

Please send us your enquiry for any additional services and we will endeavor to assist you.





# Documentation & Service Fees

## REQUIREMENTS FOR REGISTERING FOR OUR MANAGEMENT SERVICES

1. Copy of Purchase and Sales Agreement / Title Deeds
2. Copy of owners passport
3. Signed Management Agreement between Exclusive Links and Owner
4. 3 sets of keys/ access cards to property
5. Administration Fee

## RENTAL SERVICES

SERVICE	FEES	PAYMENT
Rental and Tenancy process only	5% of annual rental amount payable by Tenant (minimum of AED 3000)	Paid at time of processing Tenancy

## MANAGEMENT SERVICES

SERVICE	FEES	PAYMENT
Registration (one time only fee)	AED 300	Payable on signing Contract
Management	8% of the annual rent/rental amount	Paid once property is leased and rental recieved

## SNAGGING INSPECTION

PROPERTY	FEES	PAYMENT
Studio	AED 1200	Paid in advance of inspection
1 bed apartment	AED 1500	
2 bed apartment	AED 2000	
3 bedroom	AED 2500	
2-3 bed villa	AED 2500	



# Service Fees

## SNAGGING INSPECTIONS

PROPERTY	FEES	PAYMENT
4 bed villa/apartment	AED 3000	Paid in advance of inspection
5 bed villa/apartment	AED 3500	
+ 5 bed villa apartment	price on application	

## HANDOVER & KEY COLLECTION

SERVICE	FEES	PAYMENT
Includes handover and snagging service	AED 3750	Paid in advance of handover

*If registration for management services the handover service is included in price of snagging inspection cost*

## OTHER SERVICES

PROPERTY	FEES	PAYMENT
Home care for studio / 1 bed	AED 1500 per quarter	Paid in advance of inspection
Home care for 2 bedroom	AED 2000 per quarter	
Home care for 3 bedroom	AED 2500 per quarter	
Home care for 4 bedroom	AED 3000 per quarter	
Ministry f Foreign Affairs attestation in UAE	Cost plus AED 150	
Preparation of power of Attorney	Cost plus AED 150	
General cleaning	AED 35 per hr per person	
Laundry	Cost plus 10%	
Garden Landscaping	Cost plus 10%	
Furniture packages/Interior design	Cost plus 10%	
Pest control	Cost plus 10%	

*Quotations for additional services are provided on request.*

