**About Us**

*Who we are*

Varam is specialized in property management services. Our mission is to create and deliver real value for our clients, our shareholders and the community in a complex world that is constantly changing. We accomplish our mission by being the best service provider in the industry. Our dedicated personnel incessantly strive to deliver integrated services built on foresight, sound research, market insight, and relevant market knowledge. We attract and reward diverse clientele by helping them build a long lasting relationship through exceptional service and trust.

*What we do*

The services we offer are:

* Property Monitoring
* Major Repairs and Maintenance
* Document Services
* Real Estate Buying and Selling and Assistance
* Tenant Management
* Rental Management

We provide additional services related to your property such as fencing, buy property assessment report, sell property assessment report, Encumbrance certificate, legal assistance, recommending interior decorators, wood work, kitchen remodeling, landscaping, gardening, major maintenance and many more.

*Why We*

* A team consisting of top-notch professionals
* Help desk support
* Periodic feedback
* Attending grievances and complaints

**Tenant Management:**

Tenant management is another quality service from varampropertymanagement.com. We offer this service to cater the need to management rentals, tenant, and other maintenance related to the property. Our field specialists take utmost care while making periodic visits to your property, depositing rental Cheques, reporting on the same, etc. NRI and other people staying away from their property can be benefitted by this service.

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**Our Services:**

1. Rental assistance (if the property is vacant)  
2. Communication with the tenants - On your behalf, we will explain the legal issues and responsibilities to your tenant(s). The following items will be discussed with the tenant(s):

* Rent issues – Amount of rent, payment date, escalation in rent as per contract, advance rent, TDS deductions (if any) and any other payments
* Duration of lease contract
* Areas of property that can be used and those that is out of bound
* Regular maintenance of property interiors and exteriors
* Terms and conditions about the repairs and maintenance in the contract
* Any other legal clauses in the lease contract that need to be explained
* To understand the terms and conditions of your lease contract (if already existing), we would require a copy of the rental agreement with your tenant.

3.    Regular Property Inspection  
A periodic property inspection shall be conducted by our team to check the condition of the property. Such inspection would include both the interiors and exteriors of the property.  
Exterior checks will be done on monthly basis by our Executive at the time of rent collection. An Interior check will be done once every quarter by a manager and the Property Inspection report would be mailed across to you.

4.    Assist in Inventory Check while giving possession and vacating  
Inventory checks will be made at the time of entry of the tenant into your property. If there is an existing tenant, we can conduct inventory check at the time of quarterly inspection.  
A complete check of inventory will be done, when the tenant is vacating the property and a detailed list of all assets and their conditions will be made. It will be compared against the inventory list annexed to the rental agreement and appropriate suggestions will be given to you based on the terms and conditions of the rental agreement.

5.    Assist in Payment of Bills  
All the details about the utility bill payments like Property Tax, Water, Electricity, etc will be maintained in our database and a request note for the payments will be sent to you well before the final payment date. After the receipt of the payments, it will be paid to the concerned department. Receipts will be maintained in your case file and can also be sent to you on request.

6.    Assist in Repairs and Maintaining  
Tenants can get in touch with us for all major maintenance work (they are expected to do minor work and bear the cost of consumables required for upkeep of the property). Upon request for maintenance work by tenants, a physical visit will be made to assess the work requirement within a reasonable time.

**Rental Management:**

Our rental service is of great advantage for Non-Resident Indians and to people who stay away from their property who need their property to be rented out.

What you will have to do to rent out your property?  
NRIs and their beneficiaries in India, also those who require our service are required to post order to us thus by submitting the details about the property.

What we do?

1. Inspect the property
2. Evaluate the property for the potential rental income
3. Advertise in newspapers
4. Advertise through our company hoarding in the locality
5. Represent the client
6. Visits to show the property to potential customers
7. Background check for the potential customer
8. Negotiate on the clients behalf to get the best deal
9. Finalizing the lease agreement

**Property Monitoring:**

Ever wondered how a small piece of land could have so many issues associated with it? Encroachments, taxes, double sales, et al. WOW!! Varam Property Management is your answer.

Our property monitoring service aims at protecting your most valuable investment. Keeping regular eye on your real estate property significantly reduces risk of encroachment, unauthorized occupation and use. This service is most economical way to have your property monitored regularly. We visit your properties and inspect it to make sure that it is free from unauthorized use or occupation, and in good condition. We immediately report our findings. We send you digital photos of inside and outside to give you piece of mind.

**Service includes:-**

1. Regular Monitoring of plots to ensure that the plot is free from encroachment.
2. Regular reporting on the status on the cleanliness of the plots.
3. Digital pictures and reports of the plots will be sent.
4. Bases on client’s requirement no. of visits / year can be scheduled.
5. We will update on the status of the plot and warn if we see or anticipate any attempts to encroach.
6. Show property to the plots to your relatives who don’t even know where it is.

**Major Repairs and Maintenance**

Our repairs and maintenance service includes coordinating the work, obtaining necessary permission from society/builder, giving you estimates of the repair work from qualified service providers, supervising the repairs and maintenance work, providing you proofs of work performed, purchasing necessary material required for the repairs and maintenance on your behalf, and so on. Ascertain what repairs / maintenance are needed from the client

•Renovation

•Refurnishing

•Electrical

•Plumbing

•Carpentry

•Painting

•Rain water Harvesting

•Any type of construction

•Quotation will be shared with the client for the needed repairs / maintenance

•Work will be initiated only upon Client approval on the quotation

•Execution of necessary repairs/ maintenance relating to the property

**Day-to-Day Management**

* Signing, Renewal and Termination of a Rental Agreement
* Ensure monthly rental payment from tenant to owner
* Payment of Property Tax (tax amount paid by the owner)
* Payments to municipal bodies, corporation, association and other local authorities
* Liaison with Apartment / Villa Owners Association
* Represent owner in Apartment / Villa Owners Association Meetings, when required
* Ensure monthly Association payment from tenant/owner to Apartment / Villa Owners Association

**Maintenance and Repairs**

* Tenant Complaints – Plumbing / Electrical / Interior
* Painting & Polishing
* Termite and Borer Treatment for Wood

**Document Services**

We offers a wide range of quality and time saving document procurement services for busy and time strapped people comprises of executives, professionals and other business owners who do have busy and hectic schedule, working and stay at home mothers, seniors, and businesses of all types both large and small.

Document Procurement services designed for those who do not have the time to get the valuable documents themselves. We are proudly carrying Individual numerous clients who need our services for their valuable documents. Our executives are well trained and experienced to avail you all the valuable documents and our clients feel.

We offer the services in procuring the following legal documents:

1. Encumbrance Certificate
2. Obtain Patta
3. Legal Heir Certificate
4. Birth / Death Certificates
5. Non Availability of Birth Certificates

**Procurement of Document**

(Based on the documents mentioned above change details from the reference website.)

**Testimonials**

“Varam was very helpful in monitoring my site in Chennai. It has literally removed my fears for handling my property from such a distance. Thank you for such an awesome idea.”- Mr. xxx

“Thanks for the staff in varam who helped us. They are very good and we trust them because they were honest with us..Thank you for your service!!!”-Mrs.xxx