



Property Management Services

Introduction

Eastwood Consulting is pleased to present this profile for commercial and residential property management

Eastwood Consulting is a Property Management and consulting company whose main activities are:

- Property Management both Commercial and Residential
- Selling & Purchasing of Properties
- Letting of Residential and Commercial Properties
- Joint Venture projects
- Valuations of Residential and Commercial Properties

Whilst we are a new company, we believe that we have the potential to fulfil your requirements for property management

- **Experience:** The directors and staff have the required knowledge and experience in managing properties .
- **Accessibility:** We will always be accessible to you and we will always endeavour to ensure that a member of Eastwood service team will be available to be with you whenever - and wherever - the need arises.
- **Real value at a competitive rate:** Service to our Clients is our firm's first consideration.

Our relevant credentials are set out in the following pages, highlighting why we are uniquely positioned to support you.



Vision

To be the leading Estate Agency and Property Consultancy business in East Africa

Mission

Our Mission is to provide **superior service with integrity** and professionalism and to ensure growth and profitability for the stakeholders.

Core Values

**Service
Integrity
Professionalism**

Our Services

Property Management

Whether you have a commercial or residential property, we are able to assist with your property by maximising its capital value through our experience and managing the property's liabilities and costs through effective management.

Commercial Properties

Our property management team can deliver an effective service that will maximise clients return from all of their property assets.

The key services that are provided within our typical property management function for commercial buildings are:

- Rent collection
- Service charge budget and expenditure management
- Statutory compliance
- Procurement and contractor management
- Health & Safety and risk management
- Lease compliance
- Insurance management
- Employment of any on site staff
- Service charge consultancy

Residential Properties

In order to ensure the taste of the premises remains at the heart of the existing Landlords, tenants and any other prospective client, our management duties shall include BUT not limited to the following;

- Collect service charge and excess rates where applicable.
- Pay from collected service charges the following outgoings when they fall due;-
 - Security
 - Local authority rates
 - Land rent
 - Insurance
 - Maintenance
 - Water-for common area
 - Electricity-for common area
 - Cleaning charges; including Garbage collection
 - Salaries and wages
 - Any other expenses
- Regularly inspect the property, submitting inspection reports with any recommendations on improving the property when deemed necessary.

- Attend to and supervise any necessary repairs which are the responsibility of the Landlord at the Landlords cost and approval
- Attend to the tenants complaints relating to the property
- Retain or employ new staff to look after the property i.e. caretakers, cleaners and security guards, after consulting and at the cost of the Landlord.
- Prepare and submit accounts for all collections and outgoings



Our Services

Property Sales and Letting

This is carried out by us and includes assessment of the current market value/rent of the property before the property is placed in the market.

We sell and let commercial, industrial, and residential properties for our clients.

We primarily market all properties for selling and letting through:

- Advertisements
- Our Website
- Email data base
- Our networks of clients and sales agents.

We handle the viewings and all the discussions with the prospective clients on behalf of the owners and developers.

Valuation

Our company will handle all property valuations for various purposes:

1. Sale of property
2. Purchase of property
3. Bank Loans or Mortgages
4. Insurance Valuation
5. Rental Valuations
6. Special purposes

We pride ourselves on rapid turn around time. We shall deliver quality services at competitive rates. We are ready to serve institutions, organizations, businesses and individuals with equal care and consideration. No assignment is too large or too small.



Our Team



Rajesh Vadgama
Managing Director

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Experience

- Rajesh Vadgama started his career in audit and assurance at Kassim Lakha (currently PKF) spending 5 years at the firm.
- He then moved to the insurance sector for 19 years where he was in charge of the Life Division at Kenindia Assurance Co and later became the Managing Director of Monarch Insurance Company
- He moved as Group Finance Director of The Monarch Group in 2006 where he was involved in the Management of real estate of Kshs 4 billion.
- He was Head of Advisory Department in Grant Thornton and has broad experience in advising Clients including project appraisal, debt finance, loan restructuring, equity funding and Property Management. He is a Qualified Account - FCCA and CPA (K)
- He is the council member of ACCA in charge of The CPD program



Benjamin Mwaiwa
Manager – Property Management

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T: +254 702 079 210

Experience

- Benjamin Holds a Diploma in Business Administration and is currently pursuing his Certified Accountants exams.
- He joined Halifax Estate Agency where he was in charge of Marketing and business Development of their property portfolio.
- He worked for Dunhill Consulting and Property Arena as head of property management divisions.

Our Team



Akshay Shah
Manager – Business Development

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Experience

- Akshay qualified From the London School of Economics with a BSc in Accounting and Finance.
- He has worked with PKF in the audit Department and Grant Thornton in Advisory Department.
- At Present he is in charge of the Business Development and Marketing for Eastwood Consulting.



Joel O. Nyamweya
Manager – Valuations

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Experience

- Joel holds a Masters Degree in Valuations and Property and B.A. in Land economics and is a registered Valuer
- He has 12 years experience in property valuation, property management, estate agency, site acquisition, way leave acquisition and research

Contacts

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