

# Bella Fiume – Real estate management

## 1. Guest verification

Our agency prioritizes your security and privacy. Our guest verification service includes the verification of guest identities. We also conduct pre-arrival communication with the guests, checking their needs and requirements, to ensure their stay is as comfortable as possible.

## 2. Scheduling Management

Our scheduling management services provide you with full control over your property reservations. This includes keeping track of available dates, syncing calendars with various rental platforms like Airbnb, Booking.com, etc. We also handle all reservation requests, ensure timely communication with guests, and take care that enough time is left between two reservations for cleaning and preparing the property for the next guest.

## 3. Property maintenance

We are here to ensure that your property remains in top-notch condition at all times. This service includes regular cleaning and maintenance, repairs and improvements, as well as emergency interventions in case of breakdowns. We also take care of regular garden, pool, and other outdoor areas maintenance to keep your property looking attractive and well-maintained.

For repairs, we organize the arrival of a handyman or a specialist for a specific problem, and we issue you an invoice for the full amount, increased by our commission of 10%.

## 4. Property supervision

Your property is our priority. We provide regular property checks and supervision, be it daily, weekly, or monthly. This service includes property inspection, appliance functioning checks, security system checks, and care for your mailbox and plants. In case of any issues, we will inform you and take necessary actions.

## 5. Financial reports

To keep you abreast of the financial status of your property, we offer detailed financial reports. This service includes monthly income and expenditure reporting, tax obligations, price and market trends tracking. We also provide complete transparency regarding the costs of maintaining and managing your property. At the end of the year, we prepare an annual financial report so you have a complete overview of all financial transactions related to your property.



## **6. Legal assistance**

Legal safety is crucial when it comes to property management. Our agency provides comprehensive legal assistance including reviewing and drafting rental contracts, advising on local laws and regulations related to property rentals, and assistance in resolving potential disputes with guests. We also provide help with tax matters and obligations and advise on best practices in property rentals. This service allows you to manage your property with confidence and without stress.

