



Milnbank

Property Services Ltd

53 Ballindalloch Drive, Glasgow, G31 3DQ

Tel: 0141-551-8131 Fax: 0141-550-2060

E-mail: admin@milnbank.org.uk

ARE YOU LOOKING FOR A FACTOR?

Milnbank Property Services Ltd is a cost effective, approachable and innovative company who are committed to helping you and your neighbours manage and improve your property.

We have a property management team who have a wealth of knowledge and expertise who offer excellent customer care and value for money under our fixed factoring service to properties within our area of operation.

Our aim is to develop a comprehensive, transparent and innovative planned maintenance programme to ensure common areas are kept well maintained, affordable and costs for delivering this service are spread evenly.

If you are looking for a property manager, we can help.

Please send a letter including all owner's signatures, contact details and flat positions to Laura Westwater, Property Management Assistant. If you are a landlord a forwarding address will be required.

Should you require further information please contact a member of our property management team who will be happy to discuss anything with you.

Details of our Schedule of Works - Milnbank Property Services Ltd provide under the Fixed Factoring Service.

ITEM	DESCRIPTION OF WORKS
Management Fee	Administrative costs to deliver Factoring Service
Estates Services	Landscaping – Minimum of six cuts per year. Summer schedule April – September. Winter schedule October – March. Cleaning common windows and doors and all general estate management, bulk issues.
Painting Common Areas	Close Painting, entrance doors, landing windows, binstore doors, fences/railings and clothes poles– 5/6 Year Cycle
Common Repairs	Any common repairs up to the value of £100 (inclusive of Vat) where applicable.
Building Insurance Annual Premium	Block Building Insurance Excess Premium Excess - £100.00 per claim Subsidence cover – Excess £1000.00
Door Entry Systems (Maintenance only)	Maintenance of Door Entry System
Common Areas - Planned Maintenance	Roof Inspection, Gutters cleaned every 2 years, Common Extractor Fan inspection every 2 years.
Common Electrics	Supply for stair head and backcourt lights, TV aerials, controlled entry systems.
Stair cleaning Service	Closes are swept and cleaned from top to bottom.
Private Repairs (on request)	Free Inspection and advisory service available to owners
24hour Call out Service	Additional charge to owners. All calls to the emergency line will result in the repair being made safe and any follow up subsequent additional works will be on the next available working day.