

_ residential block & estate management specialist



_traditional values, progressive service

_about us



residential management

right to manage

new developments

expert advice

Established in 1989

Andrew Louis have been managing properties in the Liverpool region for over 25 years.

Our client base includes freeholders, management companies, right to manage and house builders ranging in size from just 6 units, to over 250.

We believe in establishing a long term relationship with our clients and gaining an understanding of their requirements so we can provide the correct service for each unique instruction.

Regardless of the size of your development, our experienced property management team will tailor their services to meet your needs.

Property Professionals

We are committed to a personal approach to Residential Property Management, focusing on high-quality customer service and exemplary professional practice.

We are members of Safe Agent and the Property Ombudsmen Scheme and are proud to follow their guidance and business practice.

Appointing Andrew Louis as your new managing agents will enhance the value and saleability of your property and will ensure that it remains a pleasant place to live.



_a tailor made package

1. Relationship Management/Communication

At Andrew Louis we believe in timely, accurate communication. To assure you of transparency and continuity of service, being where you need us, when you need us, is crucial. Our Property Managers attend company meetings, residents' meetings and formal AGMs, all of which are essential for the smooth running of a block. You can easily reach the Property Managers by phone, email or by meeting onsite.

2. Health & Safety/Risk Assessment

There is increasing legislation involved with block management. We provide advice and instruct reports on your behalf so that the element of risk is managed. Reports to comply with recent legislation are automatically carried out for Health & Safety, Fire Risk and Asbestos and any others (e.g. lifts) where applicable.

3. Saving through Bulk Procurement

It is essential that service charge budgets are properly structured and set at levels which will provide for all required services. Our bulk purchasing strategies mean we can offer several cost certainties across different types of expenditure, making substantial savings in areas such as lift maintenance, insurance and utilities.



4. Dedicated Credit Control

Cashflow is clearly vital to running a building smoothly, so we have a dedicated credit control department to ensure that service charges are collected as quickly and efficiently as possible.

5. Online Services

As part of our commitment to good customer service and transparency we provide a secure leaseholder web portal which provides annual budgets, financial statements, legal notices, agendas, property insurance documents, property manager site inspection reports, service charge details etc.

“Andrew Louis’ buying power for maintenance contracts ensure customers see improved value for money and improved levels of service”.

ge for your needs



Repairs and Maintenance

The need to identify and action disrepair is of the upmost importance so regular onsite inspection and reporting is an integral part of our Property Management Services.

Major Works

We provide a comprehensive service to deal with large scale cyclical works to include the provision of section 20 procedure notification and consultation through to contractor selection and monitoring of the works to ensure that they are delivered on budget and on time.

Company Secretary Services

We can act as Company Secretary for Freeholders, Resident Management and Right to Manage companies which includes handling Companies House and other statutory requirements and organising and attending AGM's.

Insurance

We ensure that the property has the necessary building, public liability and terrorism cover insurance and that the Directors have Directors and Officers' Liability, engineering insurance. We also progress any claims with insurers as and when they arise.

Complete peace of mind for Residential Management Companies



Communication



Site Inspections



Service Charge Collection



Repairs & Maintenance



Leaseholders Web Portals



Credit Control

If you're looking to switch managing agents
then please call us on:

0151 330 5355 or email bm@andrewlouis.co.uk

General Services

	Standard Management	Additional Services
Regular Site Visits	✓	
Health, Safety & Compliance	✓	
Supervision of Service Contracts	✓	
Onsite Staff Management	✓	
Parking Control	✓	
Leaseholder Online Portal	✓	

Accountancy & Financial Control

Budgeting, Cashflow & Forecasting	✓	
Preparation & Collection of Service Charge	✓	
Management Accounts	✓	
Processing & Verifying Supplier Invoices	✓	
Financial Reporting	✓	

Repairs & Maintenance

Reactive Maintenance	✓	
Management of Maintenance Contracts	✓	
Life Cycle Planning & Reserve Funds	✓	
Managing Major Works		✓
24 Hour Emergency Helpline	✓	

Legal & Administration

Company Secretarial		✓
Arrange Building Insurance	✓	
Solicitors Enquiries		✓
Lease Advice	✓	
Arrange and attend Board/AGMs Meetings	✓	

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Block Management Team

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