



Customer service

Excellent

Poor



PROPERTY  
MANAGEMENT  
WITH A DIFFERENCE

## COMPANY PROFILE

AM Estate Management was established in 2009 to cater for the needs of management companies who were looking for a managing agent who provided excellent service levels and excellent communication standards.



## AM ESTATE MANAGEMENT

### OUR SERVICES:

Our management service's has been developed in response to property owners need for focused, effective management. Unlike many of our competitors we ensure our property managers are not over burdened with too many blocks thus affecting service levels.

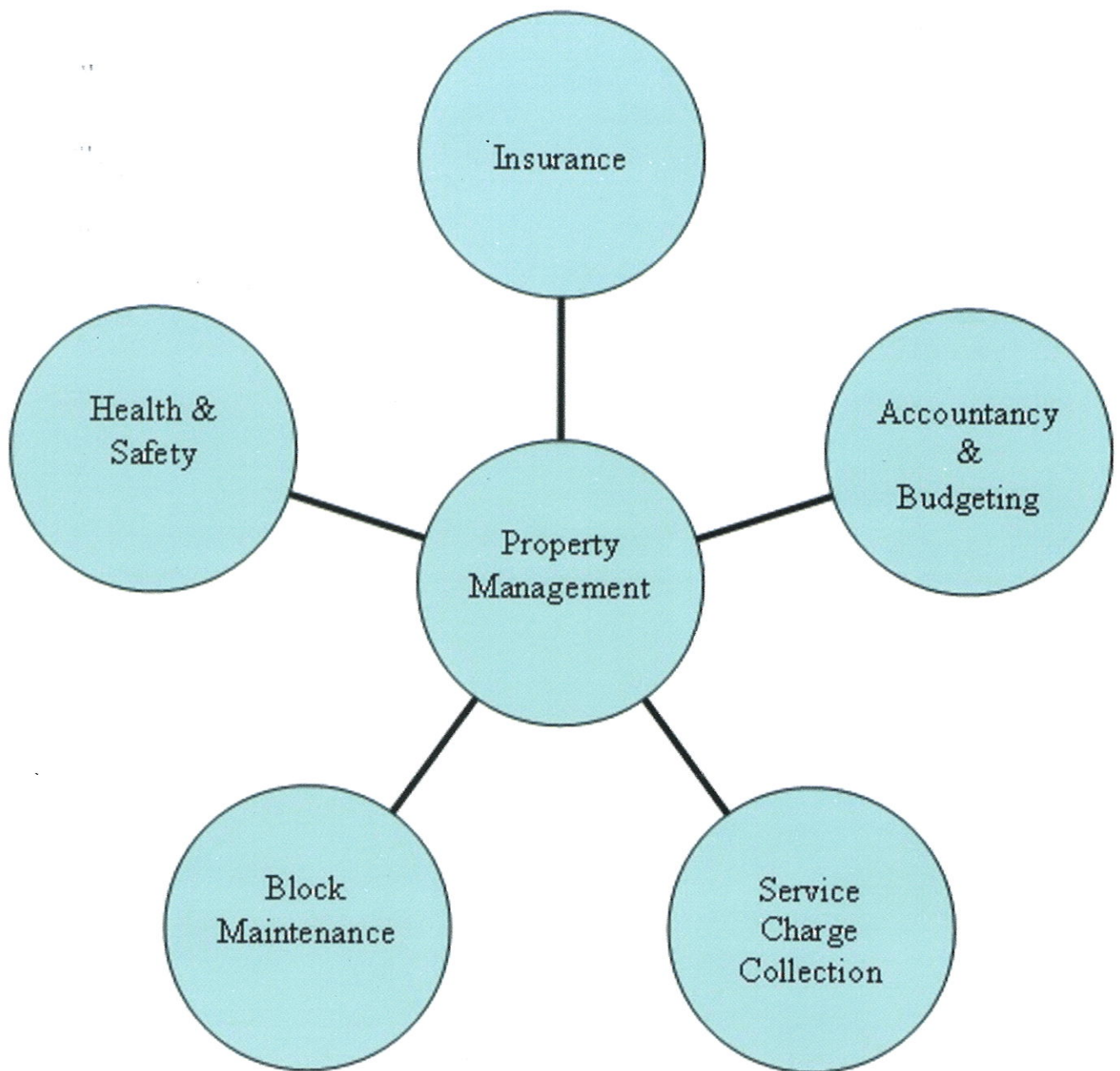
### FINANCIAL MANAGEMENT

- Company secretarial service.
- Budget preparation and service charge collection.
- Appointment of auditors for annual accounts preparation.
- Preparation of monthly statements showing all expenditure.
- Maintain all bank accounts associated with the management company.
- Legal and archive storage



## INSURANCE

Insurance is an expenditure item which is usually one of the greatest expenditure items in your yearly budget. It is also one of the most important items as every management company must ensure that they have adequate cover for the building. AM Estate Management has been very successful in the past number of years in reducing insurance premiums by obtaining competitive quotes. We also work with members to ensure that we all work together to reduce insurance claims. We also assist all members in the handling of all claims to ensure that the process has been managed correctly.



## BUILDINGS MAINTENANCE

It is important that the development regardless of its size has a buildings maintenance plan in place throughout the financial year. Many of these tasks would have to be completed on a weekly basis: however AM Estate Management agree a detailed buildings preventative maintenance plan with all parties (Directors & Managing Agent) every year.

## OTHER SERVICES

- Attendance at all Board/Committee meetings.
- Project managing major renewals, refurbishment and new works.
- Recruitment of Management Company employees (janitors, caretakers etc..)
- Dealing with professional and technical advisors (Engineers, architects etc..)



## TESTIMONIALS

To Whom It May Concern:

I am a director of Clifden Court Management Company Limited. Adrian Muldoon (AM Estate Management Ltd) has been managing agent for Clifden Court since January 2009.

AM Estate Mgt has been a huge help to us in turning Clifden Court around, and has driven significant improvements while also reducing costs. They have been very hard working, conscientious and have a genuine interest in improving the development. In my experience of managing agents, AM Estate Mgt is the exception with regard to the level of client service, responsiveness, and his ability to manage the development in an open, transparent, and friendly way. Feedback from both my fellow directors and residents is consistently positive.

I am happy to recommend AM Estate Mgt as managing agent to any owners' management company. If you need any further information, please call me.

John Nealon - Director Clifden Court Management Company Ltd.

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Dear Sir, Madam,

I am a Director of Traders Wharf Management Company (Ushers Quay) and have been working with AM Estate Mgt for the past three years..

When AM Estate Mgt started working with us the property required a lot of jobs to be done such as painting, fire doors/alarm system and security cameras, new bin system was put in place, new care taker, people gaining access to building, security issues, new cleaning system. The whole building needed to be re-floored; there were problems with tenants, problems with payments of management fees. All of these matters had gone into disrepair. AM Estate Mgt has worked with myself and the other Directors through their work we have managed within 1½ years to get the building running to its proper capacity.

Adrian (Property Manager) is contactable at anytime, day or night. Adrian is very polite, very attentive to his job and also visits the property on a regular basis. Adrian is capable of working on his own initiative. It has been a great source of relief to know that we can turn to AM Estate Mgt if there are any problems in the building and know that they will be sorted as soon as possible. He also keeps in regular contact with me and the other Directors to keep us updated on all matters regarding the building. Since AM Estate Mgt has come on board the property there has been a huge improvement in all matters and this is ongoing.

Caroline Flynn - Director of Trader's Wharf Management Company