

**X21 - PROPERTY MANAGEMENT FORM**

All new properties require copy of omang/passport owners

**Capricorn Auctions (Pty) Ltd T/A****Tswanahome Advertising**

P O Box 45902, Gaborone, Botswana

Plot 17387, GWest Phase 1, Gaborone

(+267) 73950399 | tswanahome@gmail.com

*Financial Intelligence Act 2019 creates the obligation to conduct risk assessment, implement programmes to combat financial offenses and conduct customer due diligence. We are required by law to collect this information and documents*

## PROPERTY MANAGEMENT FORM

DATE: \_\_\_\_\_

Property Owner Name			
Postal Address			
Physical Address			
Email Address			
Contact Person Name			
Contact Number		Whatsapp Number	

## PROPERTY DETAILS

PLOT NUMBER		LOCATION	
STREET / WARD		CITY/TOWN	
PROPERTY / PROJECT DESCRIPTION			
OWNERSHIP (attach)	TITLE DEED	LEASE	CERTIFICATE

Tswanahome professional fees are based on the Real Estate Institute of Botswana and Real Estate Advisory Council guidelines

- Residential Properties - 10% of gross monthly rental
- Commercial Properties - 5% of gross monthly rental
- Industrial Properties - 5% of gross monthly rental

The below is an outline of important terms. Tswanahome will arrange inspection of properties to assess the project and formulate budget. We will submit the final contract with the budget.

**PROPERTY MANAGEMENT SERVICES-** All project expenses below will be paid for by Property Owner

- **Collection of Rents and Other Income:** property managers are responsible for ensuring optimal cash flow by setting a firm date in which all tenants are expected to pay rent, failure to do so, a property manager is expected to make follow ups or can set out/introduce penalties.



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- **Repairs and Maintenance:** Repairs and maintenance involves checking for leaks, trash removal, pest removal or landscaping. Property managers need to be able to fix such issues or hire some contractors to do the work.
- **Service Contracts, Supplies and Equipment:** Property managers are responsible for keeping or managing all service providers contracts. They are responsible for supervising all service providers.
- **Landlord-Tenant Laws:** Property managers should be able to resolve disputes and are responsible for carrying out evictions. Property managers will have an in-depth understanding of the landlord-tenant laws and be able to carry out their responsibilities in the way these laws dictate.
- **Budgets:** We are responsible for keeping thorough records of the functioning of the property. This includes all income and expenses, records of complaints, repairs, leases, maintenance requests. We would have records for all building inspections as well as rent collections. We are responsible for keeping all receipts and invoices of the property we manage.
- **Leasing:** This includes marketing the property for rent, tenant screening and selection and drawing up lease agreement. The property manager is also responsible for setting the rent.
- **Paying bills:** All property related bills such as water bills or council rates are handled by the property manager. The payment of these bills are often adjusted from the rental income
- **Insurance:** The Property Manager, at the Property Owner's expense, will, to the extent available at commercially reasonable rates, obtain and keep in force (or require the tenants under the Leases to obtain and keep in force) adequate insurance

### **Estate Agency Services:**

Tswanahome will charge, separately, an estate agency fee equal to  $\frac{2}{3}$  (66.6%) of 1st months rent for new tenants. Agency services include: a) Marketing of vacant properties on behalf of the Property Representative, b) Arrange and conduct viewings with prospective tenants, c) Gather adequate information about their prospective tenant, d) Source and submit all application documents required for screening purposes.

- By signing below Property Representative declares that they can act on behalf of the property and will agree to all terms outlined in this form.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_