

LETTING & PROPERTY MANAGEMENT – TAKING CARE OF YOUR INVESTMENT IN SOFIA

LETTING – STANDARD SERVICES

We advertise and promote your property through our website, as well as using our network of real estate partners, corporate contacts, embassies and local media. Listing and advertising your property is free of charge. Our aim is to get you the best occupancy levels & the right tenant for your property! The commission for BulFra is one monthly rent and it is including the following services:

- organizing viewings;
- negotiation with the tenant on your behalf - BulFra negotiate the best rental price, terms and conditions for your property. We defend your interests;
- preparation of lease agreement - We prepare and check the rental contracts to ensure that your interest are safeguarded under Bulgarian law;
- accommodation the customer in the new home

PROPERTY MANAGEMENT - Our comprehensive management service is designed to give the landlord relaxation and leisure, especially if he lives outside Sofia. The property management service includes Standard service - Letting and also:

- **Maintenance** - BulFra Ltd. makes sure that your property is ready for letting;
- **Cleaning** - we organize cleaning services at your property before and after letting, as well as in the time of letting. We use the services to the loyal and trustworthy staff to perform this task. Cleaning services are charged at an hourly rate of 7 Euros (Inc.VAT) - for regular cleaning.
- **Bills payment** - BulFra's administrative staff makes sure that the electricity, heating, water and all other utilities are payed on time...
Additional service: if your property is not already registered with the relevant Bulgarian utility providers we charge a 65 Euro administration fee for each item.
- **Handover – Inventory**. BulFra Ltd. is here to ensure a smooth handover of your property to the tenant. Making a full inventory list, insuring the property and vetting any future tenants on your behalf. Deposits are retained for return after inspection at the end of the tenancy;
- **Inspection** – At the end of the rental contract we inspect your property, to hand back the deposit and collect the keys on your behalf. For the newly built properties we provide clients with the option of an inspection for defects & snag report. Our fee is 1.50 Euros/m² (minimum 150 Euros) at completion & handover from the Developer!
- **Property Maintenance** - The property maintenance services includes such a sectors as maintaining air conditioning, plumbing, electrical wiring, painting, locksmiths, finishing works, glazing or refurbishment etc.
- **Our fees:**

- The commission for Letting of the property is one monthly rent
 - Our monthly service charge for Property Management of your property is 10 % of the monthly rent, but not less than 40 Euros, when your property is rented.
 - For the time in which no tenants - the fee for property management amounted to 15 Euros per month and includes a monthly payment of utilities for the property .
- **Landscaping and garden maintenance** - Price: negotiable - according to the size of the garden, the type and the number of the plants
 - **Accounting** - We prepare annual tax declarations for Bulgarian property owners to file with the Bulgarian tax authority. The fee for this one-off annual service is 220 Euros. Those who purchased property in Bulgaria using a VAT registered company will need to submit monthly tax returns to the Bulgarian VAT office. We offer such clients a monthly book-keeping and VAT returns service. The monthly fee is dependent on the average number of transactions generated by the company. Our tax adviser also provides a comprehensive consultancy service for repatriation of funds, re-sales and loans other real estate finance issues.

For further details on any of our Property Management services please contact us:

office@bulfra.com

office_fr@bulfra.com

kamelia@bulfra.com
