

Building Relationships

The main focus at Oswin Griffiths Properties is building long term business relationships. "It is therefore imperative that we offer a superior personalised service at all times" says Navin Patel – Property Director

"We believe we achieve this through our understanding of what the client requires from a property management company. Our team is committed to offering some-



thing more than most of the larger property managers in

Looking after your best interests Auckland"

For a no obligation assessment of your property, call the team at Oswin Griffiths Properties Limited.

.....*where value is created.*



Oswin Griffiths Properties Ltd

Insight to better business

Level 4
52 Symonds Street
PO Box 6077
Phone: 09-379 3890
Fax: 09-309 3304
Email: office@dfknzl.co.nz



*Specialists in
Property Planning &
Management*

**Oswin Griffiths Properties
Limited**

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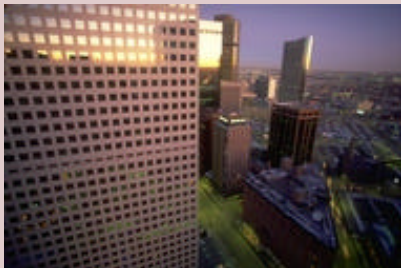
Specialisation

Oswin Griffiths Properties Limited is a company specialising in creating a superior service and reporting system for its property clients.

Over recent years Oswin Griffiths – DFK Ltd has grown its commercial property management and advisory company through the important values of being able to offer a high level of client service and in-depth reporting analysis to assist clients with the management and decision making of their investment.

Areas of Specialisation include:

- All aspects of Commercial Property Management
- Body Corporate Management and report analysis
- Full administration management service including financial statements for annual accounts



Managing large to small properties

The Service

We are pleased to offer the following services:

Commercial Property Management

- Extensive reporting giving full analysis including ROI
- Arranging rent reviews
- Lease renewals
- Arranging maintenance and/or property care
- Co-ordinating with agents to find new tenants where applicable
- Attend to building warrant of fitness.

Body Corporate Secretarial Management

This is a new service offered by Oswin Griffiths Properties Ltd where we provide professional management to a Body Corporate Secretary.

- As secretary we undertake the performance of administration, financial and secretarial duties of the Body Corporate. We would assist and advise the Body Corporate of the fulfilment of the statutory responsibilities in respect to both individual units and the common areas.

Full Administration Management

- Review and arrange for payment of all suppliers invoices. Liaise with financial institution in relation to interest rates, renewal of loans etc. Perform physical verification. Prepare GST returns. Prepare management annual financial statements and income tax returns.

The Benefits

When dealing with Oswin Griffiths Properties Limited you receive:

- Peace of mind that your property is professionally managed and monitored
- Substantial reporting analysis to assist decision making
- Value for money because you're only dealing with one organisation, not a multitude of other services, as we will handle all your property service needs
- Personal service from our property team as well as support and professional advice from our accounting management team

.....Offering more than just Property Management



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