

REQUEST FOR PROPOSAL ADMINISTRATION PPE

Name of the PPE :

Year of construction :

Number of floors :

Covered car park/Garage? :

Type of heating:

Commercial batches? :

Insurance value of the building :

Payment of charges up to date? :

Accounting period? :

Recent work: (facades, roof, lift)

Planned work: (facades, roof, lift)

Current agency :

Next General Meeting :

Address :

Lift ?

Number of lots :

If yes, number of places

Type of concierge service :

Flat(s) for rent?

Status of the Renovation Fund :

Legal mortgage :

In order to complete the administration proposal as fully as possible, here are the documents we will need.

- Minutes of the last General Meeting
- Accounts for the last accounting period

PPE contact :

Tel :

Mail :

MDK Immobilier / Fiduciaire SA
Service PPE