

PROPERTY MANAGEMENT



GREIF & CONTZEN

PERCEPTION OF OURSELVES



Holistic real estate management

The real estate management company Greif & Contzen Immobilienverwaltung is an independent subsidiary of Cologne's well-known estate agents Greif & Contzen Immobilien.

Since the founding of our buildings management services company, we have been marked by constant growth.

Decades of experience have enabled us to secure crucial market advantages for our clients in the Greater Cologne Area and neighbouring cities such as Aachen, Düsseldorf, Bonn and Leverkusen.

„Quality, not quantity“ is the work philosophy which has guided our team of commercial and technical experts in their commitment to you.

We provide you with management services that have been individually adapted to the area of real estate for commercial purposes, specializing in office and commercial buildings, shopping centres as well as industrial and trading estates. In addition, we also take on management of flat-owners' associations and multiple dwellings.



Greif & Contzen Immobilienverwaltung IVD

COMMERCIAL FACILITY MANAGEMENT

- Office and business properties
- Commercial and retail properties
- Residential complexes
- Multiple dwelling units
- Condominium management

Monitoring rent payments
 Settling accounts for running costs
 Rent increases
 Dunning

TECHNICAL FACILITY MANAGEMENT

- **Monitoring**
 - Periodic property inspection
 - Presentation of inspection reports
 - Regular consultation with caretakers
 - Supervision and coordination of maintenance contracts / works
- **Maintenance**
 - Placing orders for periodic maintenance
 - Monitoring and maintenance of structural condition
- **Repairs service**
 - Placing orders for and acceptance of repair works
 - Management of insurance losses
- **Control of building works**
 - Collaboration with architects, planners and builders
 - Planning support through to acceptance



■ Professionalism and commitment

Anyone wishing to increase the value of a property must organize and manage it efficiently.

You can rely on our expertise and experience – profiting at ease from a good rate of return. With our active real estate management, we ensure that your property retains its optimum value.

Through our professional buildings and real estate management service, which rationalizes commercial as well as technical and infrastructural processes, control costs can also be reduced.

Streamlined organization and efficient data-processing enable effective cost control and ensure an up-to-date overview of the performance of your real estate at all times.

Our job is to alleviate you the owner as much as possible. Use our complete service or choose the part-services modules that are adapted entirely to your requirements.

OUR SPECIALIST COMPETENCE



Sustained support

For all management tasks, we offer comprehensive commercial support from our specialists from the real estate and housing sector.

Commercial property support includes:

- Economic feasibility studies / analysis of ancillary costs
- Settlement of all tenancy matters
- New lettings / negotiating contracts
- Invoice verification / payment transactions
- Payment reminders / assistance in the event of legal proceedings
- Rendering of account / settlement
- Preparation of documentation for tax consultancy



Overall Competence

In the context of technical management, we safeguard the efficiency and cost-control of routine maintenance work and ensure that any necessary repairs are carried out.

Technical Property Support includes the following:

- Continuous monitoring of structural state and drawing up status reports
- Advice on redevelopment, modernisation, conversion and energy-saving measures
- Advance planning of maintenance and repair measures
- Selection of suitable specialist companies and conclusion of maintenance agreements
- Allocation and supervision of cleaning, maintenance and repair work
- Immediate action in the event of accidents

OUR MISSION



Passion and performance

Each year at Greif & Contzen, we oversee a portfolio of premium properties with a value of several hundred million euros. With over 60 employees, we offer our clients a range of sincere, professional and discreet services. Our many satisfied regular clients not only fill us with pride, but also confirm that our commitment to high quality and continuously improving performance is appreciated.

When we address our clients' wishes, we work as a team of experts covering every aspect of the real estate sector. Three companies operate autonomously under one roof, each specializing in one core business – consultancy, estate agency and property management – while not losing sight of their shared purpose. After all, the best strategy is one that leverages every possible synergy. We respond to our clients' needs with a tailor-made offering that embraces all our activities.

Our work philosophy puts quality first – let us mobilize our experience, reliability and great expertise on your behalf.





GREIF & CONTZEN

Pferdmengesstraße 42
50968 Köln (Marienburg)

Tel: 0221 / 93 77 93-0
Fax: 0221 / 93 77 93-77

www.greif-contzen.de
welcome@greif-contzen.de