



Riviera
Keys



CONCIERGE SERVICE for owners

by Riviera Keys

LP LUXURY
PORTFOLIO
INTERNATIONAL®

Leading
REAL ESTATE COMPANIES
OF THE WORLD



Riviera Keys

TRANSPARENCY | TRUST |
EFFICIENCY

Riviera Keys, created by Harald Starke in 2004, is **one of the largest Franco-Scandinavian real estate agencies** on the Côte d'Azur. Our thousands of sales attest to our solid experience and excellent service to buyers and sellers.



“

*WHY **RIVIERA KEYS** RATHER THAN ANOTHER AGENCY?*

The **mentality** as well as the Scandinavian **working methods** differentiate us from other real estate agencies, thanks to our **quality follow-up** and our **transparent communication**.

All employees speak two or more languages. Our buyers or sellers, French and foreign, are **our priority** and we assist them throughout the acquisition or sale process, by offering **services adapted** to their situation.

About the service

The Riviera Keys **concierge service for owners** supports you starting from the installation in your new home and continues with the management of the property.

Whether it concerns **administrative procedures, rental management, renovation works** or even **claims management**, our team is at your disposal.



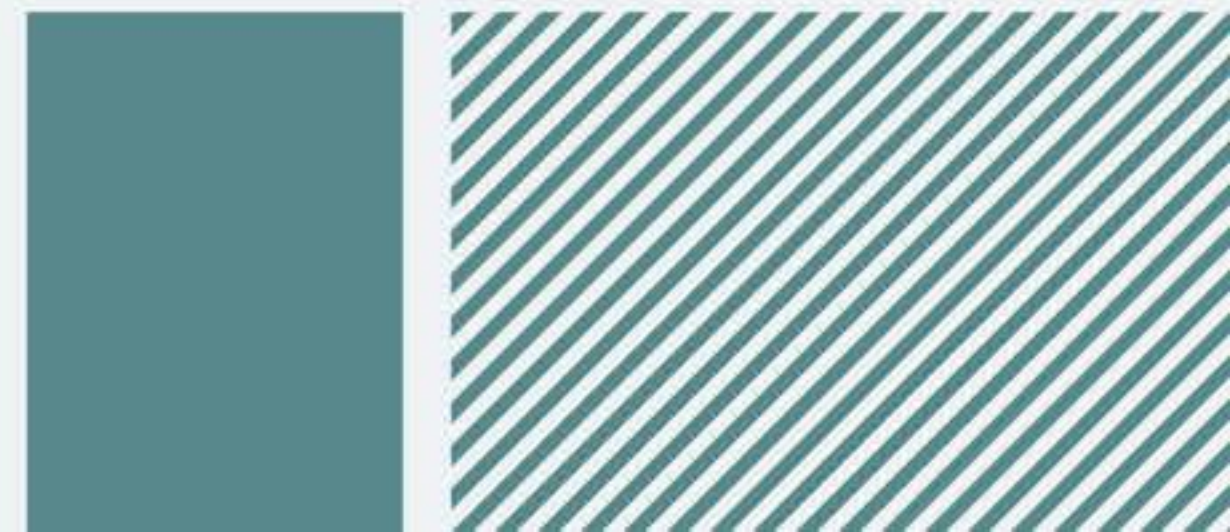
1. Property and administrative management

Service offered both to **owners abroad** and to **investors** wishing to delegate the management of their property(ies).



We represent you and defend your interests:

- During meetings and general assemblies;
- In managing a conflict with a company operating within your property, or with tenants;
- When managing a claim;
- In the competition between companies during maintenance, rehabilitation or renovation work;
- In carrying out diagnostics or expertise (DPE, Véolia, Engie, etc.) Prices on request.





The management of your real estate assets represents the most important part of our mission, but our role is also to **advise you** and **submit proposals** to you, aimed at **enhancing your assets.**



2. CLAIMS MANAGEMENT

Before managing a claim, **we intervene at various key stages** in order to **minimise the risks**, or to anticipate its handling.

Regular monitoring of the technical condition of buildings, in particular to ensure that **they comply with current safety standards**.

Anticipation of renovation and maintenance work, in order to limit the risk of losses.

Advice on additional services, such as taking out multi-risk insurance contracts adapted to your situation, the contents of the property and its environment. Prices on request.



3. PACKAGES

Installation package

- First year

2900€ incl. tax

As soon as your property is purchased, we put in place the essential contracts.

This package includes:

- Initial appointment + needs assessment.
- Secure key holding.
- Implementation and management of contracts linked to the property (electricity, water, internet, insurance) etc.
- Making appointments and accessing technical professionals, air conditioning engineers, plumbers, etc.
- Inspection and installation of safety standards (smoke detector, swimming pool alarm, etc.)





Monthly SILVER package for absent owner

145€ per month, incl. tax

This package includes:

- Monthly visit - routine inspection of the property (more than 50 points checked).
- Holding and providing keys.
- Inspection report with photos, addressed to the owner.
- Collection and transfer of mail.



Monthly GOLD package for absent owner

290€ TTC per month, incl. tax

This package includes:

- 2 visits per month - routine inspection of the property (more than 50 points checked).
- Inspection report with photos, addressed to the owner.
- Collection and transfer of mail.
- Reference concierge available 7 days a week.





For Silver and Gold package holders:

Creation of comparative quotes, negotiation of prices, monitoring of the completion of the work.

At the preferential rate of 10% of the amount of work validated.





Seasonal rental package (Price on request)



- Advice on taxation via specialised partners.
- Management of rental contracts.
- Creation and distribution of the ad.
- Contact with an accountant.
- Registering your property.
- Payment of tourist tax.
- Coordination of cleaning, linen and tenant reception teams.
 - Revenue management: dynamic updating of prices based on the market.
- Calendar management.
- Relations with tenants 7/7.
- Emergency management and responsiveness within 24 hours.

All our extra services (prices on request)

- Dedicated bank account management.
- Management of invoices and payments.
- Management of appointments on expertise sites.
- Claims management from A to Z.
- Processing of administrative letters.
- Any other tailor-made service you may need and put in touch with our preferred partners (management of your vehicles, rentals, banks, lawyers, construction professionals, etc



To contact us:

Derrick BROUCHON

Responsible for seasonal rentals and concierge.

Cellphone: +33 (0)6.13.10.57.07

E-mail: derrick@rivierakeys.com

Riviera Keys

9, Rond Point Duboys d'Angers

06400 CANNES

www.rivierakeys.com