

# MAINTENANCE SERVICES

- Experienced maintenance staff with a variety of construction related skills.
- Quick response and quality control
- After hours on call maintenance staff
- Emergency remediation and restoration
- Monthly maintenance programs
- Competitive rates



*A professionally managed and well-administered corporation can provide the edge in a competitive sales market*

Sunreal Property Management Ltd. is the leading specialist in Condominium Property Management Services in Central Alberta.

We are proactive and use industry-leading technology to assure the best results for our Clients.

Our highly trained team is continuously learning through education and professional development.

## Sunreal Property Management Ltd.

#100, 4327-54 Avenue,  
Red Deer, Alberta T4N 4L9

**P:** 403-343-0200

**F:** 403-342-0212

**Email:**

**[mstevens@sunrealgroup.com](mailto:mstevens@sunrealgroup.com)**

Visit us online at  
[www.sunrealgroup.com](http://www.sunrealgroup.com)



Sunreal Property Management Ltd is  
Your partner for managing and  
protecting your most valuable  
investment: **Your Home**



Condominium Property  
Management Specialists

*Sunreal  
Property  
Management Ltd*

## **Professional Services >>>**

- Licensed Real Estate Brokerage audited annually by the Real Estate Council of Alberta (RECA);
- Sponsorship member of Canadian Condominium Institute of Southern Alberta;
- Member of the Calgary Real Estate Institute of Canada (REIC);
- Licensed Associates with Real Estate Council of Alberta (RECA);
- Certified Property Manager designation/candidates on Staff;
- In-house Accounting services.

## **We Make It Easy...**

### **Property Management Services >>>**

1. Provide an experienced property manager, whom has completed the Condominium Corporation Institute management courses;
2. Regular onsite inspections;
3. Prompt response to Owner/Tenant concerns;
4. Emergency response services; (24 hours a day/365 days a year)
5. Monitor regular maintenance according to Corporation schedule;
6. Maintain and utilize a database of pre-qualified licensed contractors;
7. Contractor Supervision;
8. Provide project planning expertise;
9. Offer project management;
10. Give quality control standards for project completion;
11. Advise on cost control/reduction opportunities;
12. Ongoing property risk management guidance;
13. Paper and electronic record retention.

### **General Administration>>>**

1. Obtain and evaluate quotes;
2. Manage insurance policies, claims and appraisals;
3. Arrange legal support (e.g.: estoppel certificates);
4. Assist with by-law enforcement/amendments;
5. Assist with planning and organizing Annual General Meetings (AGMs);
6. Regular board meeting attendance and administrative support (e.g.: meeting minutes);
7. Provide board guidance on CCI regulations, By-laws and Condominium Property Act and Regulations;
8. Prepare annual budget;
9. Maintain financial records;
10. Manage accounts payables and receivables;
11. Online services available;

## **Enjoy Cost Savings >>>**

- **Bulk Electricity Contracts for Savings;**
- **Preferred payment plans for Telus phone lines;**
- **Insurance Savings;**

**Because we Care >>>**



**Service is our Passion >>>**