



# Property Management Support Division



[www.glazers.co.uk](http://www.glazers.co.uk)



## Welcome to Glazers Property Management Support Division

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A key responsibility for landlords and managing agents of leasehold properties is to provide high quality, transparent service charge accounts, to demonstrate to residents and other interested parties the integrity with which service charge funds have been spent.

At Glazers, we have a dedicated **Property Management Support Division**, with years of experience in dealing with the preparation and certification of service charge accounts for many hundreds of blocks of flats in the London area and further afield.

Our efficient, proactive approach and in-depth knowledge of accounting for the residential leasehold sector means that we are ideally placed to identify opportunities to reduce costs and increase the financial efficiency of leasehold operations.

### Our range of Property Management Support services covers:

- Residential and commercial service charge accounting
- Accounts for trading and dormant freehold and management companies
- Annual returns and company register maintenance
- Share certificates
- Trust tax returns
- Corporate tax returns
- Specialist tax advice
- Consultancy on practical issues



## About Glazers

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Glazers is a six-partner firm of Chartered Accountants based in North-West London.

Our **Property Management Support Division**, which is operated through our specialist company Glazers Limited, is run by two of our partners, Stewart Okin and Jessie Kho, supported by an experienced team of staff.



Our longest-serving partner, Stewart Okin, joined Glazers in 1986 after training with a top fifty practice and qualifying as a Chartered Accountant in 1978. He has many years experience in dealing with property management companies, and looks after several major property managing agents, as well as individual landlords and blocks of flats.

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Jessie Kho joined Glazers in 2003, having qualified as a Chartered Certified Accountant in 1988. Jessie gained a wide range of audit and accounting experience from running her own practice in Ealing, and also whilst working for UK accountants and one of the top four firms in Malaysia. As well as being one of the firm's Audit Partners, she also looks after many of our clients in the property management area.

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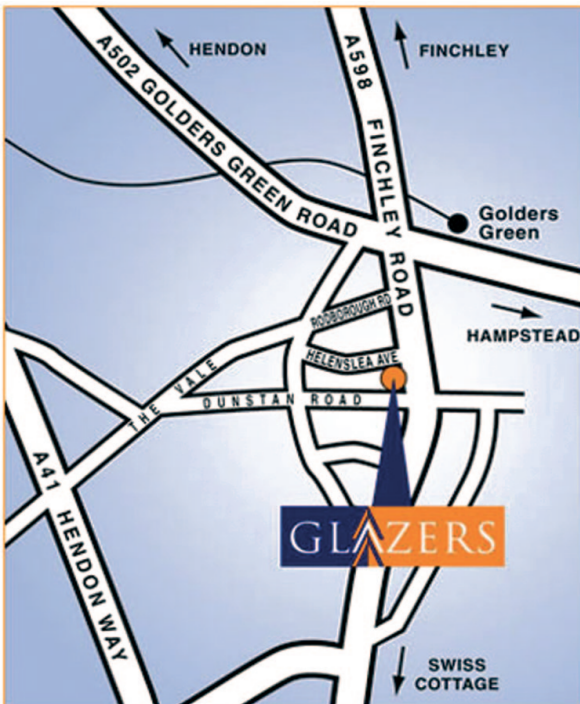
## 10 Good Reasons to Use Glazers Property Management Support Division

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1. We have a dedicated team to deal with the needs of property managing agents, landlords and residents of blocks of flats.
2. You will be looked after by partners and staff who are experienced in this specialist area.
3. We will prepare your accounts and returns promptly, in accordance with an agreed timetable, provided you have supplied us with all the information we require in the agreed time frame.
4. We put client care before everything else, and we recognise that every block of flats is unique and that every client has individual requirements.
5. You will receive professionally prepared and certified service charge accounts, which are clear and transparent.
6. We will work on-site at the premises of managing agents, or at our own offices, whichever is more appropriate in each case, in order to provide the most efficient service.
7. We will respond to your emails and your telephone calls promptly and we will never keep you waiting unnecessarily.
8. We do not screen client calls – you will be put through to the person you are calling as quickly as possible if they are available.
9. We are aware of the need to keep property management costs to a minimum so we offer a cost-effective, value-for-money service.
10. We deal with hundreds of blocks of flats. So we know what we're doing!



## How to find us



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