



GOSHENS
REAL ESTATE LTD
Registered Real Estate and Managing Agent

COMPANY PROFILE



ABOUT THE COMPANY

Goshens Real Estate Limited Company is a leading Real Estate Firm in RUAKA and the surrounding founded in March of 2010 and specialized in offering professional management property services in both residential and commercial. With many years of offering good services in the industry, the company is dedicated with competent work force and a large clientele base which includes small and large property investors; both in commercial and residential sector.

OUR MISSION

Our Mission is to consistently provide quality services to our valued clients whilst embracing professional standards and ethics.

OUR VISION

Our corporate vision is to be the market leader and the preferred provider of real estate services and property management services in Kenya.

OUR MOTTO

“Excellence Is Our Priority”

BRIEF HISTORY OF THE COMPANY

March of 2010: Established as a one-man business in the name of Goshen Real Estate by Andrew Ndung'u Kirumba. November 2013: Incorporation of the company under the name of Goshens Real Estate Limited Company after addition of Stephen Mwangi Githaibi as a Director.
To date: Carrying out business under the name and style of Goshens Real Estate Limited Company.

OFFICES:

The Company's office is located at Ruaka, Henmar Court, First Floor Office No.5 & 6, next to Co-operative Bank.





We have fully trained and qualified members of staff deployed in our departments as follows:

- i. Property Management: This section deals with the management of
 - o Commercial (Office Blocks, Apartments, Shopping Complexes)
 - o Residential properties.

The services involve:

- o Collection of rents
- o Negotiating leases with tenants
- o Maintenance of the buildings
- o Rental income accounting

- ii. Agency Department: This section deals with selling and letting of all types of real estate properties including plots.

METHODS FOR THE COLLECTION, ACCOUNTING AND MANAGEMENT OF RENTAL INCOME

We collect rents and service charges from the tenants depending on the agreed mode of payment under the lease agreement. From the rents and service charge we deduct or pay out on behalf of the landlord

1. Water and electricity bills
2. Security costs
3. Repair costs
4. Agreed management commission and any other expenses pertaining to the property.

Our Accounts Department prepares computerized statements (as we use automated rental management software, ARMS) on monthly basis showing

1. Rent received
2. Outgoings and
3. The net amount payable to the landlord.

To ensure prompt payment, debit notes are forwarded to tenants at the beginning of every month. In case of rent arrears, demand letters are issued and if the situation persists, one of our staff physically visits the tenant to collect the outstanding amounts. In rare cases and as a last resort we, with the consent of the landlord, instruct their Lawyers or Auctioneers to recover arrears if a tenant fails to pay rent for say three months.

On appointment as Managing Agents, we offer the following management services:

- i. Maintenance:
- ii. Cleaning:
- iii. Periodic Inspections:
- iv. Letting/Re-letting:
- v. Renewal of Leases and Rent Reviews:
- vi. Gardening:
- vii. Rent Collection:

viii. **Preparation of Statements of Accounts and Budgets:**

We prepare statements of account and disbursements on monthly basis using our automated rental management software, ARMS. These statements contain among other things:

- o Amount of rent collected
- o Expenses incurred during
- o Supporting vouchers and invoices for the expenses for verification.

ix. **Security:**

It is our duty to negotiate security contracts with reputable security firms and forward the quotations to you for approval. We supervise the guards to ensure that the building, fixtures and equipment are safeguarded on a twenty-four hour basis.

x. **Insurance:**

We advise landlords to ensure that appropriate cover against all risks is taken with reputable insurance companies.

xi. **Management Reports:**

Quarterly management reports are prepared for purposes of keeping landlords updated on matters pertaining to

- o rent collection
- o rent reviews
- o building's state of repair and maintenance
- o general issues relating to property market, etc.

xii. **Keeping of Records: These include**

- o Keeping of building plans
- o Maintaining a set of tenancy plans properly marked as to the position of owner's partitions on entry and subsequent alterations
- o Tenancy schedules
- o Keeping a set of lease counterparts
- o Books of accounts showing all expenses incurred in maintenance and management
- o Copies of all service contracts.
- o Archives of all records.

xiii. **Lease Administration:**

It is our responsibility to ensure that tenants observe the covenants in their leases. We report any breaches and recommend appropriate remedial measures.

xiv. **Preparation of Reports on Property Market:**

Our role here is to advise landlords on the current trends in the property market after carrying out the necessary property survey in the market. This helps to make sure that the client is getting the best fair market of his/her worth.

xv. **Automated Rental Management System, ARMS:**

We have a automated system of rental management which is a 21st century way of rental management





We give to the landlord the following types of Property Management Reports to keep them informed on the status of the property under our management.

1. **Statement of Accounts:**

We prepare and submit to the landlords statements of account/ disbursements indicating among other things the amount of rent collected, the arrears position of each tenant and the expenses incurred during the month, Supporting vouchers and invoices for the incurred expenses are provided for verification. Alongside the statement of account the net cheque payable to the landlord is submitted or details of the cheque banked into the authorized landlords'accounts be provided.

2. **Quarterly Property Reports:**

We prepare and submit on quarterly basis property reports on matters pertaining to rent collection, condition of repair and maintenance, rent reviews, tenancy issues and current legislation relating to the property market.

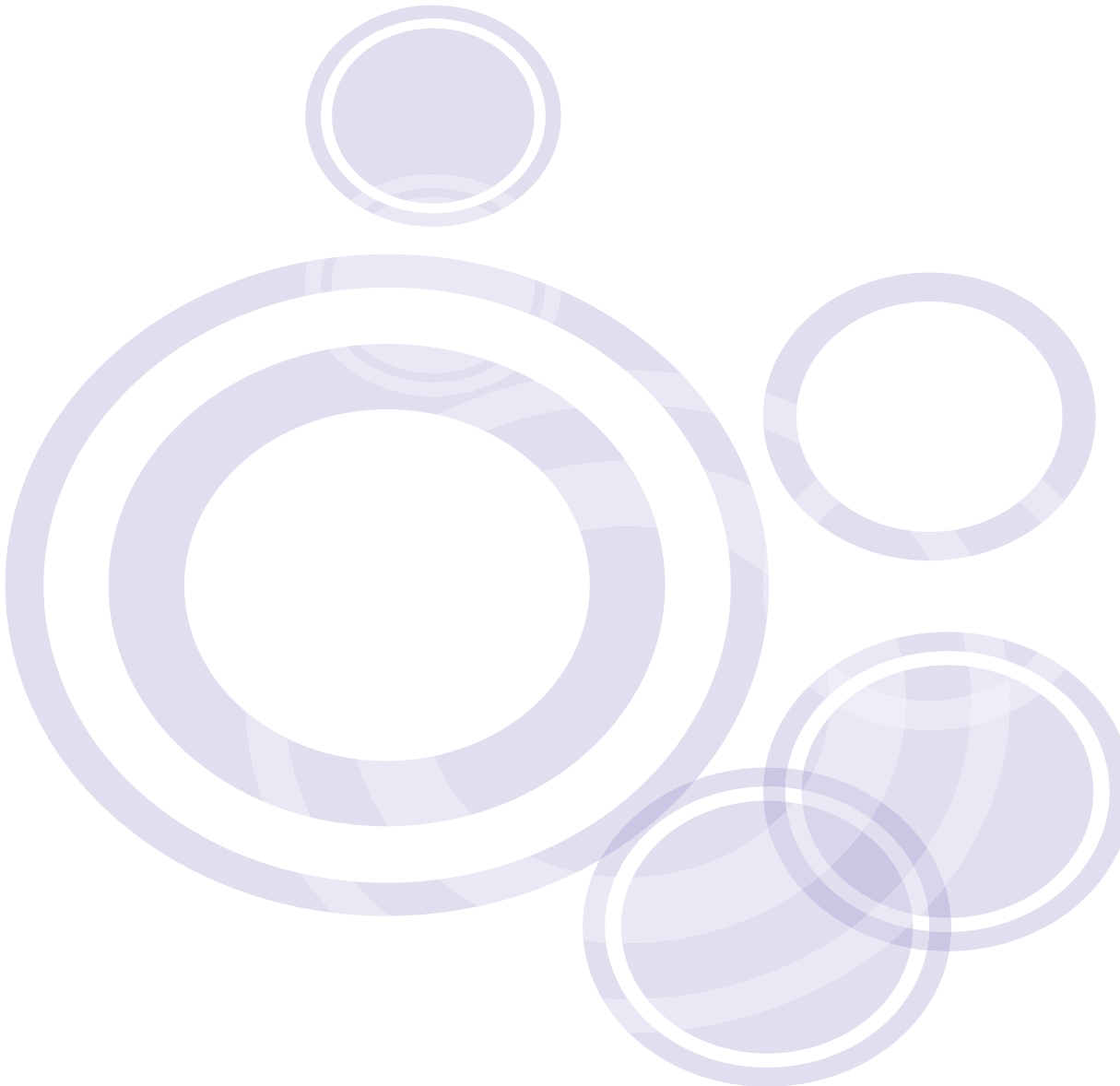
WHY ENGAGE US?

- You will be free from the trouble of chasing tenants who fail to pay rent and you live without worrying about day to day tenants' hassles.
- We ensure your property is in good state of repair and maintenance thus value appreciation.
- We see to it that tenants pay when rent is due.
- We attend to tenant needs thus the tenants stay longer- high tenant turnover rate is costly.
- We screen tenants in order to get good quality tenants who pay on time and are less problematic.
- We maintain proper records as our system is automated software tailored specifically for rental management.

LOOKING FOR A PROPERTY MANAGEMENT AGENT?

You don't have to look any further. Goshens Real Estate Limited Company will give you a reason to relax, knowing your property is in good hands.

To contact us see the aforementioned below or to learn more go to our website at www.goshensrealstate.co.ke



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