



GECOSEI

GESTIONE CONDOMINI SERVIZI IMMOBILIARI
di Giuseppina Napolitano

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Management and development:

1. communicability with the owner or his representative, by telephone, cell phone, SMS, fax, e-mail, telephone and online;
2. signing policy with a primary insurance company to cover damages to the property and / or civil liability;
3. relations with the public administration for all matters relating to the property;
4. relationship with the utility companies (electricity, gas, water, district heating, etc.) For all matters relating to the supply;
5. managing deadlines;
6. Calculation and payment IMU or other;
7. verification visits to the property periodically;
8. planning, obtaining estimates, execution control and liquidation of ordinary and extraordinary maintenance, and production practices for any concessions in the course;
9. analysis and advice on the reporting of service charges;
10. technical advice;
11. tax advice;
12. legal advice;
13. accounting and periodic reports.

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