

## Who Are We?

### James Ward

Director of Asset Management



### Janice Peters

Property Services Manager



### Emily Connell

Factoring Assistant



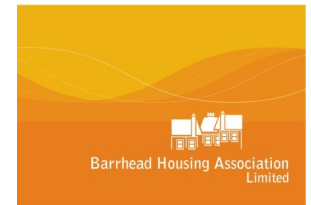
## Levern Property Services



LEVERN PROPERTY  
SERVICES LTD

Specialist services for:

- Home owners
- Private landlords
- Voluntary organisations
- Commercial companies
- Housing support services for elderly care



Levern Property Services

60-70 Main Street  
Barrhead  
Glasgow

Phone: 0141 881 0638  
E-mail: [enquiries@levernps.co.uk](mailto:enquiries@levernps.co.uk)

Tel: 0141 881 0638 Email: [enquiries@levernps.co.uk](mailto:enquiries@levernps.co.uk)

## Services we provide

- Instructing repair and maintenance to common parts
- Arranging common utility services
- Arranging block insurance
- Provision and maintenance of information signs and notices
- Maintaining and servicing any firefighting equipment (optional)
- Invoicing of common charges
- Liaison with owners and interested parties
- Administration of any change of ownership
- Answering any queries
- Facilitating close meetings
- Periodic property inspections (1 per annum)
- Maintaining an approved contractors list
- Receiving and paying tradesman accounts
- Debt recovery and redistribution
- Estate Management
- Management of Contractors
- Resident meetings—minutes provided

## Tell us what you're thinking!

Here at Lavern Property Services, we always strive to deliver the best service possible to our customers.

First impressions are important, and we want to ensure that you are always 100% happy with the work we are conducting in and around your property, to ensure that anyone visiting or walking past your property has the best impression possible.

We encourage feedback as it allows us the change and develop our service accordingly to fit the needs of our customers.

Meetings will be held for each development on twice a year basis. You will receive correspondence regarding the dates for your development 21 days prior to the meeting. This is a good opportunity to speak to a member of the team. If you have any suggestions, or you want to tell us about something you are particularly pleased about, then we would love to hear from you.

## Making a Payment

We have many different options available for all our customers as to how a payment can be made. We appreciate that it is not always feasible to pay large balances in one payment as soon as you receive your invoice, and we have different options available that allow our customers to stagger out their payments over a weekly or monthly basis if necessary.

- Postal payment by Cheque
- Standing Order
- Direct Debit
- Post Office
- Payzone
- Allpay
- Chip and Pin (At our offices)
- Pay Point

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