



Why Choose Covenant Management?

Choosing a new Managing Agent can be a daunting process.

Our unique selling point (USP) is that we are the only specialist Block Management practice in Oxfordshire run by a Chartered Surveyor. We have been acting as Block Managers since 1999 having previously been a general practice firm of Chartered Surveyors since 1991. We have acted solely as Block Managers since 2012.

In terms of our business model, our aim is providing an efficient, transparent and locally based service. We are able to provide a tailored service based around two levels of service Full Management and Smart Plan, and with flexibility on the number of meetings as well as our site visits. We have a team of eight staff so you know who you are dealing with, and you will be allocated a specific Property Manager.

We are accredited to The Property Institute (TPI), previously the Association of Residential Managing Agents (ARMA) and our Managing Director, James Cockle FRICS, is a Chartered Surveyor with over 40 years experience in the property industry. Consequently, we can give you a more professional service than an unregulated firms:

1. **Bank Account:** We open a Client Bank Account for each development. Its name is that of your Management Company, and it has its own cheque and paying in book. Some firms pool your money together with all their other clients in one large account. Directors can if they wish receive copies of the cash book and bank statements on a monthly basis.
2. **Company Secretary and Registered Office:** These roles are included in both of our management packages.
3. **Professional Indemnity Insurance:** We have indemnity cover of £1.25 million. Firms that are not members of TPI may not have professional indemnity insurance.

4. Insurance policies and claims: We carry out insurance activities as your corporate company secretary, and as such do not need to be a member of the Financial Conduct Authority (FCA).
5. Buildings Insurance Valuations: We have the expertise to calculate the rebuilding cost of buildings for insurance purposes, as well as other professional work.
6. Commissions: We do not receive commissions from insurance brokers, utility companies, or any other service providers.
7. Technical support: TPI provide us with technical support and a free Legal Helpline and carry out an internal audit of our Client Money procedures and other activities once every three years. This assists us to keep our procedures to a high standard. Non-member firms do not have access to this technical support and are not audited.
8. Data Protection: We are registered with the ICO (Information Commissioner's Office) and hold data in accordance with current GDPR regulations.
9. By appointing an accredited firm, you are ensuring high standards of management, as well as protecting your directors who give their time voluntarily from the potential criticism of other leaseholders.

We also provide an Audit Service which some new Clients like to have carried out upon instructing us. A fee is payable for a full Audit which covers:

- Planned Maintenance Programme.
- Insurance sum insured – check date next valuation due.
- Asbestos Survey.
- Electrical testing.
- Fire Risk Assessment.
- Fire Safety Information for residents.
- General site Risk Assessment.
- Contractors Health & Safety documentation and public liability insurance.
- Tree surveys.
- Reserve fund requirements in lease.
- Analysis of lease and transfers.
- Analysis of corporate documents such as the Memorandum & Articles of Assn.
- Companies House returns up to date.

Making Property Work Better For You

Covenant Management Limited. Registered in England and Wales.
Company No. 06055748, Registered Office. Wenrisc House, 4 Meadow Court, High Street, Witney, Oxfordshire, OX28 6ER.