



6th September 2019

Dear Owner

I have the pleasure to inform you that our company "**INDASOL SERVICES MOJACAR, S.L.**" was appointed at the Ordinary General Meeting of owners of Comunidad de Proprietarios "Residencial Pawuy" as **Administrators**.

Shown below is a summary of our administration services:

ACCOUNTING PROCEDURE:

- Elaboration of monthly community fee notifications.
- Yearly accounts for verification by Community Auditor/President.
- Full presentation of yearly accounts to each owner at Annual General Meeting.
- Balance of the financial situation.
- Presentation of the Budget for the forthcoming year in conjunction with the President.
- Situation of Non-Payers.
- Suppliers pending payment, if any, at end of the financial year.

BI-LINGUAL SECRETARIAL SERVICE:

Notifications of Meetings, Presidents Newsletters, etc, in both Spanish and English.

All Legal documentation is sent for Official Translation and the community charged accordingly.

Notifications of outstanding fees every quarter or as required.

Prepare monthly payments to suppliers for signing by Treasurer / President.

Our office location is fully equipped and open all year.

On-going administrative duties:

- Obtain various quotations for all services required by the Community.
- Supervise services contracted and inform the President of progress.
- When necessary, arrange ordinary running repairs if agreed by the committee.
- Inform the President of any major legal/maintenance occurrences which could effect the Community or individual owners.

ADDITIONAL SERVICES:

Our company works in close collaboration with a firm of Lawyers, situated in Huerca Overa, who assists us with community affairs, including representing the community legally, if required, and clarifying any legal aspects for the community in general.

We have available to all communities an On-Line Office Service, in both English and Spanish, where all the relevant community documentation is displayed: Minutes, Accounts, Statutes, Internal By-Laws, Presidents Newsletters together with any updated legislation changes pertaining to the Horizontal Property Law.

Our company has been offering the service of Administration of Communities since 1992 in our area.

Should you have any doubt or require any information, we are at your disposal at our office with the following opening times:

MONDAY TO SATURDAY 10.00 h to 14.00 h

TELEPHONE: 950 472 200

Email: administracion@indasolmojacar.com

We would appreciate if there are any maintenance issues in the complex that you kindly send us an email detailing the fault to the above email address.

Should any owner wish to pay their community fees via bank transfer please find attached the community bank account details. Kindly detail on the transfer your apartment/garage number and send a copy to our offices.

Our wish is to manage and administer the Community in a satisfactory manner taking into account the interests of all owners. Therefore, we kindly ask that you duly fill in the enclosed form and return it to us at your earliest convenience, so that we can update and complete our files.

Thanking you in advance for your co-operation,

Yours sincerely,

Juan Montero
Administrator





**INDASOL SERVICES
MOJÁCAR, S.L.**

**ADMINISTRACIÓN
MANTENIMIENTO
INMOBILIARIA**

PAWUY

PASEO DEL MEDITERRANEO 189 , 04638 MOJACAR

TELÉFONO: 950 47 22 00

E-MAIL: administracion@indasolmojacar.com

DATOS PROPIETARIOS - OWNER DETAILS

**TITULAR - VIV./LOC.
OWNER - PRO./LOC.**

N. I. F.

N. I. E. /PASSPORT

APELLIDOS

SURNAME

PROPIEDAD N°

PROPERTY N°

NOMBRE

NAME

**DIRECCIÓN POSTAL
POSTAL ADDRESS**

DOMICILIO

ADDRESS

LOCALIDAD

TOWN

CIUDAD

CITY

COD. POSTAL

POST. CODE

PAIS

COUNTRY

TELÉFONO DE CONTACTO / FAX

TELEPHONE CONTACTS / FAX

CORREO ELECTRÓNICO

E-MAIL

DOMICILIACIÓN BANCARIA - STANDING ORDER

**DATOS BANCARIOS
BANK DETAILS**

D. /DÑA.

MR. /MRS.

BANCO

BANK

DIRECCIÓN

ADDRESS

IBAN: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Muy Sres. Míos:

Ruego a Uds. se sirvan en lo sucesivo, pasar al cobro con cargo a la c/c-libreta indicada, los recibos que pase la **Comunidad de Propietarios PAWUY**.

Atentamente le saluda.

Firma del titular.

Dear Sirs:

Kindly pay charges/fees from the above account for **Comunidad de Propietarios PAWUY**

Sincerely,

Signed.