



The Property Management and Accounting services include:

- Investment strategy and portfolio management
- Lease management (for occupiers)
- Rent collection, credit control, debt recovery, accounting & reporting
- Service charge administration
- Vat and tax reporting and administration
- Administering management companies
- Insurance cover & claims handling
- Planned & reactive maintenance
- Service contract tendering and administration
- Compliance with legislation – health & safety, fire safety, asbestos management, water monitoring, access and energy
- Property inspections
- Addressing tenants' applications
- Lease drafting
- Consultancy for new developments

Hicks Baker is a distinctive and successful commercial property consultancy advising investors, developers and occupiers throughout the Thames Valley and beyond.

The firm has grown steadily since it was established in 1989, and now has several specialist departments covering:

- Office and Industrial Agency
- Retail and Leisure Agency
- Relocation and Property Acquisition
- Development, Land and Planning
- Investment, Sales and Acquisition
- Property and Portfolio Management
- Business Rates and Cost Audits
- Landlord and Tenant
- Valuations and Appraisals
- Corporate Consultancy and Outsourcing

With a resource of skills, knowledge and experience, the firm provides up to the minute market intelligence, in-depth research and innovative thinking. This facilitates the building of strong and successful partnerships with its clients.

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The firm is regulated by the Royal Institution of Chartered Surveyors in the handling of client money and provision of insurance advice.

Hicks Baker is actively pursuing its policy commitment to sustainability and green procurement practices.



Hicks Baker
Property Consultants

Property
and Portfolio
Management

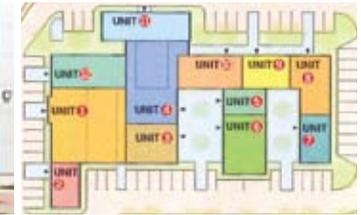




Giles Blagden LLB MRICS

Acting on behalf of investor and corporate/occupier clients, we manage portfolios, single and multi-let properties with service charges. We tailor our service accordingly, supported by proprietary software, with the facility to provide flexible reporting.

For further information or a confidential conversation please contact Giles Blagden on 0118 955 7082 or email g.blagden@hicksbaker.co.uk



Hicks Baker is one of a few independent practices in the Thames Valley with a dedicated commercial property management department, providing portfolio, service charge, facilities management and lease management expertise. It provides these services throughout the south of England with particular emphasis on the Thames Valley.

The department acts for a variety of investors and occupiers (corporate and SMEs) managing single and multi-occupied properties in all major commercial property sectors.

The service is tailored to meet the needs and requirements of each client and is supported by leading property management software. Several clients have been with the firm since its formation in 1989.

Fees are generally competitive. Employing experienced staff, the department provides value for money as an effective and economic alternative to London and national surveying practices.

As an owner managed business, all clients are highly valued and every effort is given to providing clients with a reliable and committed service.

Attention is also given to nurturing good working relationships with tenants and landlords alike, and to developing an understanding of their businesses and the fields in which they operate.

As a firm providing a broad range of disciplines throughout the region, Hicks Baker is able to identify and respond promptly to those physical, legal and economic factors that affect value and investment performance.

