



Alexandre Boyes

SALES | LETTINGS | BLOCK MANAGEMENT

# ALEXANDRE BOYES HYBRID

A BLOCK MANAGEMENT  
BOOK-KEEPING SERVICE

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[www.alexandre-boyes.co.uk](http://www.alexandre-boyes.co.uk)



# AB HYBRID

The 'hybrid' service is for Leasehold & Resident Management Companies who prefer to be more hands on and self-manage. It lets you take care of block maintenance whilst we take care of bookkeeping and other necessary tasks using the same cloud-based Resident property management platform as our Fully Managed service.

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## HOW DOES HYBRID WORK?

We provide you with a quote for the services you require us to do, so you only pay for the services you actually need, leaving you to do the rest yourselves. We both log in to the same dashboard for complete transparency on all tasks and you benefit from all the features of Resident, our fantastic block management software, but with some help administering the day to day workload. We can even load all your data for you if you would like us to.

# WHAT SERVICES CAN YOU CHOOSE FROM?

## BOOKKEEPING SERVICES INCLUDE:

- Opening and maintaining bank account(s)
- Service charge and reserve if required
- Service charge demands (directors to confirm budget)
- Leaseholder payments and chasing non-payments
- Supplier payments
- Bank reconciliations and forwarding files to your accountants for end of year accounts.

## COMPANY SECRETARY TASKS INCLUDE:

- Confirmation Statement
- Maintaining share register
  - Issuing share or membership certificates when applicable
  - Calling AGM (hosting not included)

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## OTHER TASKS COULD INCLUDE:

- Working with a building surveying firm in London who is well placed to specify and supervise any major works required, and we can administer the Section 20 notices for an agreed administration fee.
- Our experienced block management team, working with solicitors who can act on your behalf, can formally pursue service charge arrears when required.
- We will agree a structure with you (in accordance with the lease) as to when the directors would like arrears to be referred – i.e. 28 days after due date.
- We can also assist with other parts of your block management requirements, and successfully do so for a number of clients, some with 200 plus flats.
- Arranging Planned Maintenance Programmes, Reinstatement Valuations, Lease Reviews



**PLEASE CONTACT KATE BOYES:**

**01892 574880 | [KATE@ALEXANDRE-BOYES.CO.UK](mailto:kate@alexandre-boyes.co.uk)**

**FOR YOUR INDIVIDUALLY TAILORED QUOTE**



# WHAT OUR CUSTOMERS SAY ABOUT US?

*We chose to use AB HYBRID because it was a great solution in helping us self-manage our block. There were no downloads and we could implement it straight away, we also knew there was a block management team providing knowledge and back up if we needed it. It is also great value for money in comparison to the other solutions we looked at.*

**RICHARD, DIRECTOR OF RESIDENT MANAGEMENT COMPANY, KENT**

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*AB HYBRID provides us with software that is simple to use and I love the dashboard which reminds me of any jobs that need doing. HYBRID is going to save me a lot of time. Even though the software is great I feel very reassured I can pick up the phone and speak to someone in the office, so many companies lack support staff. Please don't change!*

**MAXINE, PROPERTY DEVELOPER STAFFORDSHIRE**

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*I have been using AB HYBRID for the past 2 years, it is easy to use with support a telephone call away if you need it. It has transformed the way we manage our building.*

**ANDREA BARDEN DE HILL HALL, SEVENOAKS**

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*Kate and her team have been superb in getting us started, opening our bank account, and setting us up on AB HYBRID with the requisite documentation and requirements. We chose the hybrid book keeping option rather than the pure maintenance option on HYBRID for our flats; since Kate and her team manage this for us, this enabled us to have hassle free bookkeeping, lodging of documents and final accounts at Companies House, and added administrative duties to HYBRID rather than the flat owners. It was an important consideration for us in making the decision to move to HYBRID and I would highly recommend it. Additionally, I would not hesitate to recommend AB HYBRID as a self managing tool for a block of flats.*

**SHEFALI ROY, DIRECTOR GILMORE ROAD TE LTD**



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