



# Estates management service

*Capsticks' estates management service provides:*

## A dedicated estates database:

- Provides immediate online access to scanned copies of your title deeds, Land Registry official copies, leases, plans and other property documents
- Summarises key legal information relating to each property
- Includes restrictions, access rights and covenants affecting your freehold titles
- Sets out the key terms on which tenants occupy your estate
- Provides lease summaries for properties you occupy as tenant

## Direct remote access for your organisation:

- Allows you to review the legal aspects of your entire property portfolio online
- Includes security options to ensure only your specified authorised users have access to your records
- Ensures complete confidentiality – no other organisation will be able to view your records

## An electronic service you can rely on:

- Operated by a dedicated estates administrator supervised by our real estate solicitors
- Our estates administrator will be on hand to answer any queries you may have

## Key dates alerts sent to you:

- Key dates (such as rent reviews, break rights etc) are logged on to the system
- The system sends automatic email alerts to you in advance of any key dates

## Flexibility:

- We offer two different versions of the service. The standard service provides access to scanned versions of your documents together with automatic email alerts.
- The premium service also includes easy to read summaries of all your property documents.

To commission our estates management service or to arrange a demonstration please contact:



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