

MOBILE: +91 - 9949078627
WWW.LODESTARPROPERTYMANAGEMENT.COM

# **ABOUT COMPANY**



#### **COMPANY BACKGROUND**

Established in the year 2019, Lodestar Property Management is a onestop-shop for all your property needs. Right from finding the right property, to helping with the move-in and move-out process to tenancy and property management, we've got it all covered. Lodestar Property Management, we make your dreams a reality!

Trust is something that is hard to earn and yet to easily lose. Without responsibility there is no trust. At Lodestar Property Management we want to show our commitment to the very highest level of service and customer care. You can count on us!

#### **OUR GOAL IS TO EXCEED YOUR EXPECTATIONS!**

We're a customer service-led agency that believes in what we do. Client satisfaction is at the core of our business – why? Because we understand the importance of serving people properly so that we build strong foundations centered on trust, repeat business and referrals. We seek to get the small details right as these are the things that are often the most important from the client's perspective.

## LET LODESTAR BE YOUR GUIDING STAR



WE MAKE YOUR DREAMS A REALITY!

### **OUR SERVICES**

- O1 Real Estate
  Buy | Sell | Lease | Construction
  - O2 <u>Property and Tenancy</u> <u>Management</u>
- 02 <u>Relocation Destination</u> <u>Service Providers</u>
  - 04 <u>Home and Office</u> <u>Interior/Renovation Services</u>

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"MESSAGE FROM THE CO-FOUNDER & MANAGING PARTNER."
- SIKANDER ALI MIRZA

Dear Clients,

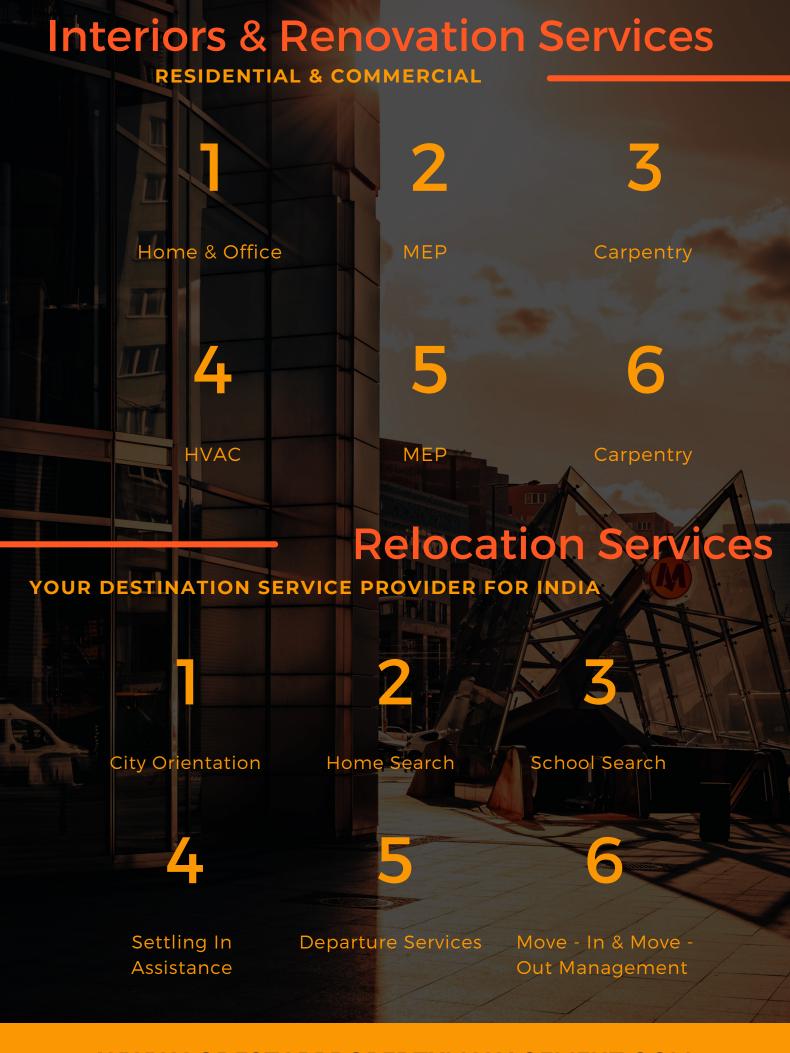
I hope this message finds you well. It is my pleasure to introduce Lodestar Property Management, your trusted destination service provider and relocation partner in Hyderabad.

As a market leader, we specialize in supporting expats, NRIs, and multinational corporations (MNCs) with all aspects of relocation, office space requirements, and residential solutions. Whether you are looking for premium office spaces or residential villas and apartments in expat-friendly gated communities, we provide comprehensive services, including office search, move-in coordination, and settling-in assistance. Our goal is to ensure a seamless transition for both businesses and individuals. With our deep market expertise and tailored solutions, Lodestar Property Management is your preferred partner in establishing a comfortable and successful presence in Hyderabad.

Relocation is at its peak with many MNCs and other companies setting up their base in the India. Relocating to an entirely new city can be a challenge, and this is where we step in! We make this entire process a breeze - right from the relocation process to settling in, to finding the right property and becoming familiar with the city, we at Lodestar Property Management have got it all covered.

All our property listings are physically inspected prior to being listed with us. If it's not exceptional, it's not on Lodestar Property Management.





#### 1. ORIENTATION SERVICES:

- "RELOCATION EXPERTS!
- PRE-ARRIVAL CONSULTATION
- POST-ARRIVAL CONSULTATION
- CITY TOUR / LOOK AND FEEL ASSISTANCE
- SCHOOL SEARCH ASSISTANCE
- AREA TOUR TAILOR-MADE AS PER REQUIREMENTS.
- HOUSING DETAILS AND EXPAT / LOCALS AREA ORIENTATION.

#### 2. HOME SEARCH ASSISTANCE:

- SOURCING THE PROPERTIES AS PER THE REQUIREMENTS AND BUDGET.
- SHARING THE EXHAUSTIVE PROPERTY DETAILS FROM OUR PROPERTY DATA BASE.
- ACCOMPANYING THE ASSIGNEE/CLIENT ON VIEWING OF THE SELECTED PROPERTIES.
- NEGOTIATING LEASE AND COMMERCIAL TERMS WITH THE LANDLORD AND SHARING THE LETTER OF INTENT FOR APPROVAL.
- DRAFTING OF THE APPROPRIATE LEASE.
- SUPPORTING ON THE PRE-MOVE IN STAGE.
- PRE-MOVE WALK THROUGH INSPECTION ALONG WITH BOTH PARTIES.
- FINAL MOVE-IN WALK THROUGH AND ASSISTANCE.
- PREPARATION OF CHECK IN INVENTORY/MOVE-IN REPORTS.
- NEIGHBORHOOD ORIENTATION.

RESIDENTIAL: SEMI-FURNISHED VILLA/APARTMENT • FULLY-FURNISHED VILLA/APARTMENT • SERVICED APARTMENT • SHORT /LONG TERM STAY • VILLA/APARTMENT SEARCH

#### 3. SCHOOL SEARCH ASSISTANCE:

- ADVISING ON THE DIFFERENT INTERNATIONAL SCHOOLS AND SHARING A LIST OF INTERNATIONAL SCHOOLS AND SYLLABUS DETAILS AS PER THE PARENTS REQUIREMENTS.
- EDUCATION COUNSELING.
- SETTING UP MEETINGS WITH SCHOOL HEAD/ADMINISTRATION.
- ACCOMPANYING PARENTS TO SCHOOL ON SCHEDULED APPOINTMENT.
- ASSISTING WITH SCHOOL ENROLLMENT.
- ASSISTING IN THE PURCHASE OF SCHOOL SUPPLIES.

#### 4. SETTLING IN ASSISTANCE

- ASSISTING ON THE UTILITY CONNECTIONS SUCH AS COOKING GAS, ELECTRICITY, INTERNET - WIFI, TV, TELEPHONE, WATER SUPPLY.
- PRE-MOVE IN WALK THROUGH INSPECTION ALONG WITH BOTH PARTIES.
- FINAL MOVE-IN WALK THROUGH AND ASSISTANCE.
- INTRODUCTION TO FURNITURE AND APPLIANCE VENDOR AND MANAGEMENT.
- PREPARATION OF CHECK IN INVENTORY / MOVE IN REPORTS.
- NEIGHBORHOOD ORIENTATION.
- PROVIDING ASSISTANCE ON THE MAINTENANCE PAYMENTS.

DOCUMENTATION: STAMP PAPER · LEASE REGISTRATION · LEASE RENEWAL · LEASE CANCELLATION · NOTARY · LEASE TERMINATION & NOTICE

#### 5. MOVE - IN AND MOVE - OUT MANAGEMENT:

WE AT LODESTAR PROPERTY MANAGEMENT HELP EASE OUT THE PROCESS OF MOVE-IN AND MOVE-OUT. WE DOCUMENT THE ENTIRE PROCESS FOR YOUR REFERENCE AND HELP EASE THIS PROCESS. WE ARE A ONE-STOP-SHOP FOR ANYTHING RELATED TO PROPERTIES.

- PRE MOVE-IN AND MOVE OUT INSPECTION
- WORK IN PROGRESS REPORTS
- MOVE-IN AND MOVE-OUT REPORTS
- PHOTOGRAPHIC RECORDS
- UTILITY SET UPS (INTERNET, TV, GAS, AND MAINTENANCE PAYMENT PROCESS)
- LEASE TERMINATION AND MOVE OUT ASSISTANCE

#### 6. COMMERCIAL LEASING:

- A GRADE OFFICE SPACE
- BARE SHELL OFFICE / SHOP
- SEMI FURNISHED OFFICE / SHOP
- FULLY FURNISHED OFFICE / SHOP
- SERVICED OFFICE / CO-WORKING SPACE
- WAREHOUSE FACILITY
- INTERIOR WORK & RENOVATION SERVICES

#### 7. TENANCY MANAGEMENT:

OUR DUTY DOES NOT END AFTER YOU HAVE FINALIZED A PROPERTY, BUT THIS IS WHERE OUR ACTUAL WORK BEGINS! WE TAKE OVER THE ENTIRE PROCESS OF PROPERTY AND TENANCY MANAGEMENT. RIGHT FROM KEEPING A TRACK OF ALL THE PAYMENTS TO REPAIRS OR ISSUES IN THE PROPERTY TO HANDLING ALL THE DOCUMENTATION, WE TAKE CARE OF EVERYTHING. BY DOING SO, WE TAKE AWAY THE HASSLE OF REPAIRS AND MAINTENANCE FROM YOU.

POST-LEASING, WE CONTINUE TO MANAGE YOUR PROPERTY, HANDLING MAINTENANCE ISSUES, RENT COLLECTION, AND TENANT COMMUNICATION, ENSURING A HASSLE-FREE EXPERIENCE FOR YOU.

DEEP CLEANING · PEST CONTROL · REPAIRS AND MAINTENANCE · CARPENTRY WORKS · PLUMBING · PAINT WORKS · LANDSCAPE AND POOL MAINTENANCE SERVICES

8. VISA SERVICES - INBOUND AND OUTBOUND & FRRO/ FRO SERVICES

- REGISTRATION
- VISA EXTENSION
- VISA CONVERSION
- ENTRY CONVERSION
- TRANSFER RESIDENCE PERMIT / REGISTRATION CERTIFICATE

#### 9. GOVERNMENT SERVICES:

- AADHAAR CARD
- DRIVING LICENSE: EXPAT & INDIAN
- INTERNATIONAL DRIVING LICENSE: EXPAT & INDIAN
- PASSPORT
- PAN CARD
- PET EXPORT & IMPORT
- POLICE VERIFICATION: EXPAT/INDIAN
- POLICE CLEARANCE CERTIFICATE
- VOTER ID
- VEHICLE REGISTRATION AND TRANFER OF VEHICLE
- ENCUMBRANCE CERTIFICATE OF PROPERTIES









GROUP

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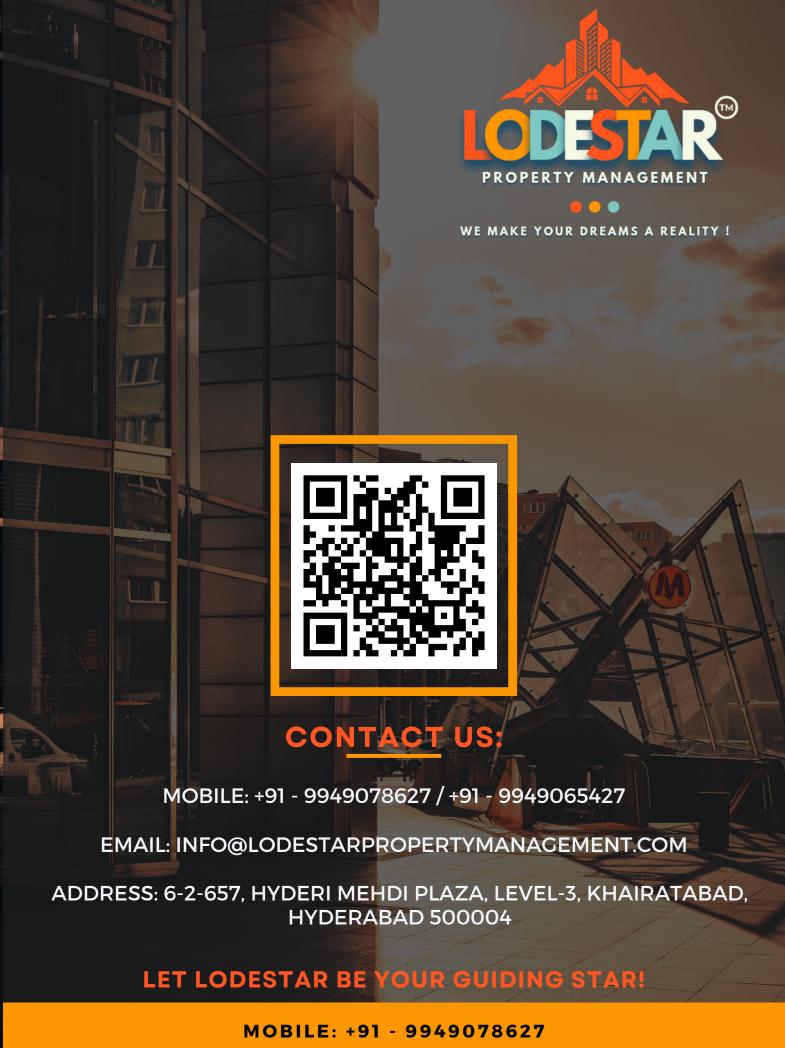
WE WOULD LOVE TO DISCUSS HOW WE CAN TAILOR OUR SERVICES TO MEET YOUR SPECIFIC NEEDS. PLEASE FEEL FREE TO CONTACT US AT [MOBILE: +91 - 9949078627] TO SCHEDULE A CONSULTATION.

THANK YOU FOR CONSIDERING LODESTAR PROPERTY MANAGEMENT.



WE MAKE YOUR DREAMS A REALITY!

YOUR INVESTMENT AND COMMERCIAL LEASING PARTNER



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