



AFFINITY PROPERTY

HANDBOOK / 2023

A complete property management service



GET IN TOUCH

ONLINE

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EMAIL

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CONTACT

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ABOUT US

REACTIVE AND PLANNED MAINTENANCE SERVICES

Affinity Property offers you a complete property management service. Working closely with managing agents, local authorities and Landlords across London. Our service provides the rental market a much needed transparent, quality and affordable solution to ensure your property runs smoothly.

WE COVER ALL OF LONDON

You can reach us all the time. We are available to assist our clients 24/7 so you can rest assured that any urgent problem will be dealt with immediately.



QUALIFIED ENGINEERS & TRADESMEN



TRUST MARK



FMB



GAS SAFE



NIC EIC

WHAT SETS US APART?

QUITE SIMPLY, IT'S OUR SERVICE.

You can reach us all the time. We are available to assist our clients 24/7 so you can rest assured that any urgent problem will be dealt with immediately.

Work is completed by experienced professionals, with a compliant finish. As TrustMark, & FMB approved tradespeople, our standards are thorough and government endorsed.

We can offer you cost effective prices without compromising the quality of our work.

Our team work quickly, politely, and will tidy up after themselves – making sure our services reflect well on you as managers.

Daily updates are provided so you can easily offer your clients the information they need; all our projects are logged, tracked and managed. Each of our clients are allocated a dedicated account manager who will be able to assist and report to you whenever you require. Invoices are also sent after a job's completion, at the price originally agreed. There are no hidden charges.



NO CALL OUT CHARGE

We maintain a no call out charge policy and provide free inspections and no obligation quotes.



SOME OF OUR SERVICES



PLUMBING



ELECTRICS



TILING



KITCHEN RENOVATION



ROOFING & LEAKS



HANDYMAN SERVICES



PAINTING & DECORATING



GARDEN SERVICES



PROFESSIONAL CLEANING



LANDLORD / HMO SERVICES



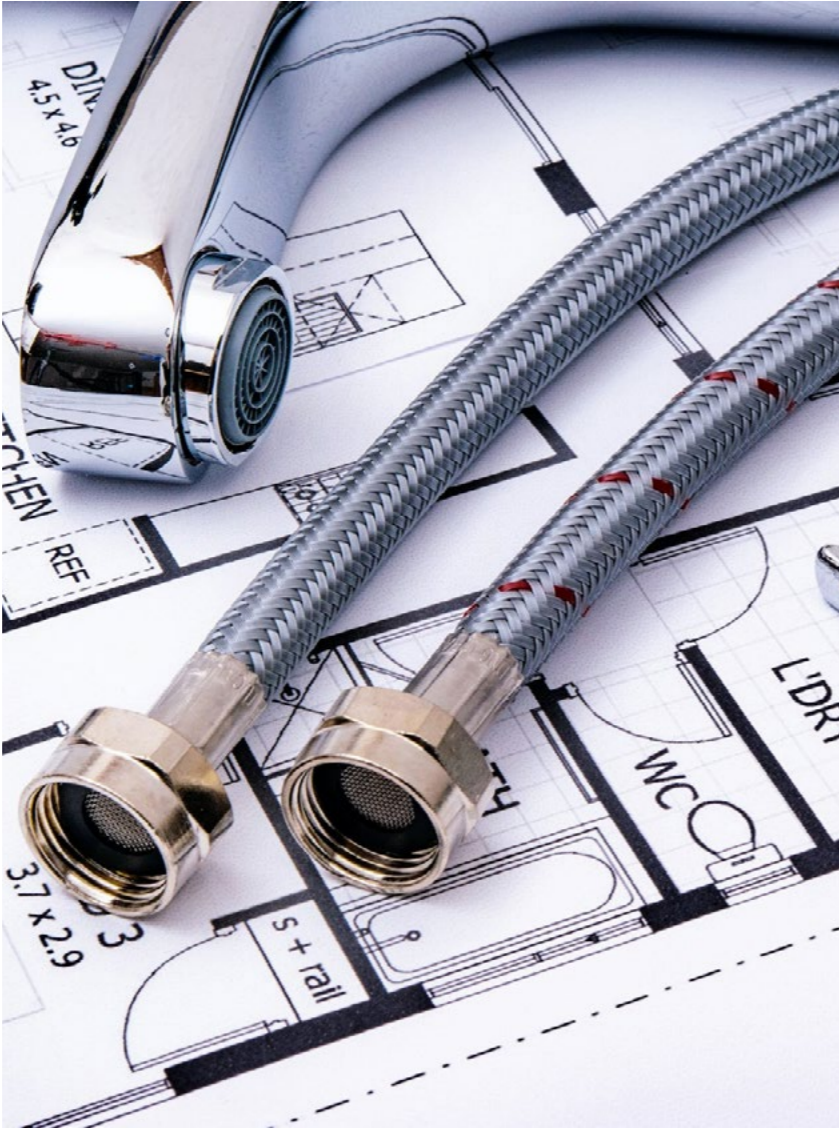
BATHROOM RENOVATION



FLOORING

PLUMBING

It is a fact that the most common and urgent issues that Landlords and Agents face regularly are related to hot water, heating and leaks and drainage issues; these are all related to plumbing.-



GAS & WATER LEAKS

Gas and water leaks can also cause serious problems both immediately and in the future; this is why it is necessary to have plumbers you can rely on to fix your problems quickly and to a high standard.

25 YEARS EXPERIENCE

AFFINITY have over 25 years of plumbing experience, we have a dedicated plumbing team equipped with both the correct training, experience and equipment to tackle any issues both quickly and efficiently.



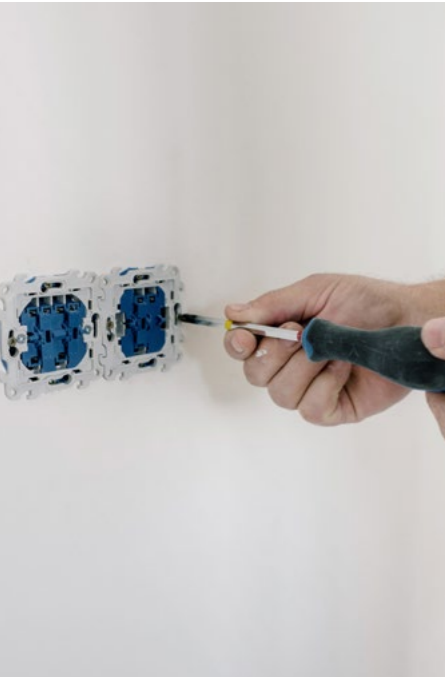
BELOW ARE SEVERAL COMMON PLUMBING ISSUES WE CAN

- Power Flushing
- Boiler Services & Installations, Including Communal Boilers
 - Bathroom Replacement / Installation
 - Kitchen Replacement / Installation
 - Replacement Taps & Sinks
 - Replacement Shower Valves & Booster Pumps
 - Replacement Saniflo & Macerators
 - Supplying & Fitting Toilets
 - Gas Safe Installations
 - Landlords Gas Safety Certificates (CP12's)
 - Drainage, Leaks & Flooding
 - Pipe Work & Bursts
 - Waste Disposal
 - Thermostats
 - Furnace & Heater Repair
 - Heating & Under-Floor Heating
 - Balancing Central Heating Systems

ELECTRICS

To ensure the safety of your home and peace of mind, one should only entrust a professional to complete any electrical work.

Here at AFFINITY we employ a team of fully qualified Electricians with years of industry experience who can react quickly to help solve any electrical issues.

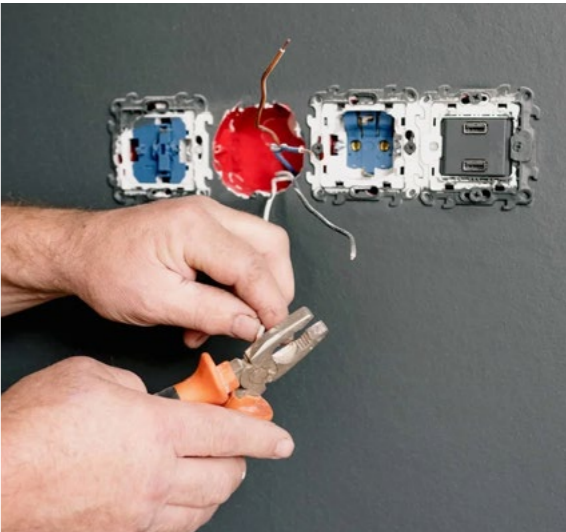


FAULT SOLVING

Being able to correctly diagnose a problem is only half the battle. Once the issue is we will give you the accurate costs for any repair - be it a short circuit, replacing an extractor fan or fully installing a new circuit board.

OUR TEAM

Our electricians are able to professionally carry out any electrical work you could need; this can range from anywhere between completely rewiring your property, through to the instal- lation of a new plug socket, the repositioning of light fittings or the installation of security lights.



BELOW ARE SOME OF THE ELECTRICAL ISSUES THAT AFFINITY CAN HELP YOU WITH:

- Replacement Lights & Installations
- Electrical Sockets & Spur Switches
- Fault Finding & Repairs
- Replacement Extractor Fans & Hoods
- Appliance Repairs & Installations
- Electrical Testing, Upgrades & Rewires
- Circuit Board Installs
- Fire Alarms & Emergency Lighting
- Security Alarm Systems, Door Entry & Lighting
- NIC EIC Certification
- Portable Appliance Testing (PAT's)
- Electrical Installation Condition Reports (EICR's)

KITCHEN & BATHROOM RENOVATIONS:

At AFFINITY our builders have years of experience in home improvement jobs, so they are well equipped for fitting all types of kitchens and bath- rooms in properties of all sizes.

Kitchen & Bathroom Renovations:
At AFFINITY our builders have years of experience in home improvement jobs, so they are well equipped for fitting all types of kitchens and bath- rooms in properties of all sizes.
Our priority is to cater to your needs, therefore whether you need us to completely redesign, fit and supply your new room, or to install one you have procured elsewhere – our guys will complete the job to a high standard at a time that suits you. Regardless of the design, we can install your new kitchen and bathroom from start to fin- ish; we can take care of the plumbing, heating, tiling, electrics and appliance installations.



KEY ELEMENT

A key element of our service is to en- sure that all work is completed on time, within your budget and the initial quote delivered to you, and with mini- mal disturbance and hassle caused.

OUR TEAM

Our electricians are Part P registered so when it comes to bathroom electricals, you can rest assured that all work will be performed in accordance with the appropriate building regulations. Similarly when it comes to the kitchen, only one of our Gas Safe engineers will perform any cooking or heating work such as installing a new gas hob or oven.

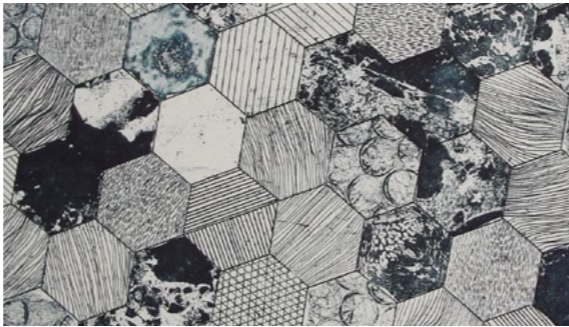


BELOW ARE SOME OF THE FITTING & INSTALLATION SERVICES

- Design & Build
- Updating Existing Kitchens / Bath-rooms
 - WC Installation
 - Bath Installation
 - Sinks / Basins
 - Shower Installation
 - Saniflo Systems
 - Kitchen Cabinet Installation
 - Door & Drawer Fitting
 - Handle Fitting
 - Gas Safe Installations
 - Kitchen Furniture Supply & Assembly
 - Appliance Supply & Installations
 - Replacement Extractor Fans & Hoods
 - Lighting

OUR TEAM

Our team will fit your tiles or floors skilfully and efficiently with minimal disruption to you or your workplace.



TILING & FLOORING

All AFFINITY staff boast considerable industry experience, are warm and friendly, and will arrive to the job fully equipped with all the tools and materials necessary to do the job well. The company can also level the floor, in- stall waterproofing and offer a service where we can lift and remove your existing tiles / flooring for disposal.

Whether you require splashback tiling, hardwood floor fitting, or simply a small repair job; we are always on hand to share our advice on what will best meet your needs and budget.

As with all of our services, we offer free quotations for any jobs; we can also visit your property beforehand to check that the structural integrity is sound, and that everything is good to go.

On the right are some of the Tiling & Flooring services we can provide to you:

- Hardwood FloorsLaminate Floors
- Beading
- Vinyl Floor Coverings
- Lino Floor Coverings
- Carpet Fitting
- Safety Flooring
- Ceramic Tiling
- Porcelain Tiling
- Bathroom Tiling
- Kitchen Tiling
- External Tiling
- Concrete & Resin Flooring • Flooring Repairs

PAINTING & DECORATING

If you want to refresh your property and breathe new life into it, AFFINITY can help you to achieve this cheaply and efficiently. Our personnel are experienced, reliable and able to fulfil your project with great attention to detail. We are also able to offer expert advice to our customers to help you in bringing your ideas into reality.

Our decorators can manage every- thing for you when it comes to decorat- ing be it the professional stripping old wall paper, the mounting of plaster- board in a property or simply applying protective coating to any painting jobs. We can also help you to identify the right materials, source them, and apply them to completely transform your property, or to return it to a condition as good as new if what you require are repairs.



BELOW ARE SOME OF THE PAINTING & DECORATING SERVICES WE CAN PROVIDE TO YOU:

- Interior Painting
- Wall Paper Hanging
- Wall Paper Stripping
- Exterior Painting
- Plastering & Skimming
- Plaster Boarding
- Sound Proofing
- Damp Proofing
- Preparation & Finishingw

OUR TEAM

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dolor cet met



ROOFING & LEAKS:

No matter what type of roof you have, the exposure they face to intemperete weather means they will always be vulnerable to damage and subsequent roof repairs. At AFFINITY, we perform all types of roofing repairs on a wide range of commercial and domestic buildings, from repairing the odd slipped slate through to completely re- placing a roof.

If the wear and cracks over the years develop into leaks, it is important to get these fixed quickly and correctly to prevent any damage to the property’s interior. Our teams of highly skilled tradesman have the experience and know-how to efficiently carry out all manner of repairs, using only standard approved materials. In the case of a problem, one of our officers will come out within 24 hours to provide a free no-obligation quotation, and we offer a guarantee on all of our work.

As well as repairs, AFFINITY deliver an extensive roof tiling service for a range of different materials. Our officers are always willing and available to provide industry advice, whether it be in regards to the most suitable materials, how to stick to your budget, or any other queries you might have.

Below are a number of the roofing issues our teams can solve for you:

- Roof Renewals
- Roof Repairs
 - Fascia & Soffit Repairs & Renewals
 - Flashing
 - Dormer T ops
 - Gutter & Downpipes
 - Gutter Clearance
 - Felt Roofs
 - Flat Roofs
 - Leadwork
 - Slate Tiles
 - Redland Tiles
 - Roof Insulation
 - Underlay
 - Chimney Stacks Repairs & Rebuilding
 - Window Replacement & Repairs
 - Double Glazing

PROFESSIONAL CLEANING

Upholding the cleanliness and hygiene of your property is important, whether at home or work, to enable children, staff or any other parties to thrive in a healthy and productive environment. Our dedicated cleaning team are well equipped with the knowledge, tools and materials to help you maintain a tidy personal or work setting. Whether it be contract cleaning or a one-off specialist service to make a property ready for new tenants, you can trust Affinity Property to provide a thorough cleaning and deliver exceptional standards.

For large jobs such as End of Tenancy Cleaning, the length of time to carry out the service depends on the size of the property; for these we will initially attend the site to carry out an estimate and then send over a quotation. You will also be assigned a property officer who will oversee all works, manage- ment the service and be your point of contact for reports and assistance.



BELOW ARE SOME OF THE CLEANING SERVICES WE CAN PERFORM TO YOU:

- Domestic Cleaning
- End of Tenancy Cleaning
- Part-time Cleaning
- Builders Cleans
- Contract Cleaning
- Holiday Let Cleans • Hard Floor Care
- Carpet Cleaning
- One-off Cleans
- Pest Control

OUR TEAM

Lorem ipsum
dolor cet met



HANDYMAN
SERVICES

Our job is to provide a maintenance service that our customers will be sat- isfied with, and that includes making our experienced team available for any maintenance job requested, no matter how small!

Rest assured that whoever is on the job will be well equipped for any re- quirements, and will be happy to help at a time that suits you.

Whether it is fitting a lightbulb, hanging items on a wall or assembling flat pack furniture; our team can handle it!

Below are a few of the odd jobs are team can perform to help our customers:

Roof Renewals

- Baby proofing
- Bath screens
- Boxing in
- Changing a lightbulb
- Hanging Items
- Mounting T elevision
- Cable Tidying
- Draught Proofing
- Lift & Shift Furniture
- Flat pack Assembly
- Fitting Locks
- Filling Gaps
- Installing Blinds / Curtains

GARDENING SERVICES
& MAINTENANCE

Gardens are a lovely element to any property, but looking after them re- quires a great deal of work; you need the time, knowledge and correct tools for the job. Why not let Affinity Property take care of all your gardening needs?

Affinity Property provide a full range of garden services and skills meaning we can perform any gardening job, whether you simply want your hedges pruned or you want the complete design and building of a fresh new garden that meets all your outdoor space require- ments.

As with all our other services, you can call AFFINITY for a free on site as- sessment and no obligation quotation. We are also on hand to help you with any advice you need to help bring your garden plans to fruition.



**BELOW ARE SOME OF THE
REGULAR GARDENING
SERVICES WE CAN CARRY
OUT FOR YOU:**

- Hedge Trimming & Lopping
- Grass Cutting
- Shrub Trimming & Planting
- Weeding
- Watering
- Patio, Paving & Pathway Cleaning
- Leaf Clearance
- Gutter Clearance
- Pond Maintenance
- Green Waste Removal
- Turfing
- Grounds Maintenance
- Landscaping
- Garden Decking
- Raising & Repairing Fences & Walls • Garden Furni-
ture & Shed Assembly



LANDLORD / HMO SERVICES

OWNER GAS SAFETY RECORD

and tests required by The Gas Safety (Installation and Use) Regulations. Some of the sub-points are as a result of a specifically requested no detailed inspection of the flue being, combustion or integrity has been performed. This can be checked at www.gasaferegister.co.uk or by calling 0800 408 0000.

safe

Appliance Details

Appliance	Type	Manufacturer	Model	Fixed to building (Yes/No)	Inspected (Yes/No)	Type of flue

Inspection Details

Operation of safety devices	Ventilation satisfactory	Visual condition of flue and termination	Flue operation (checks)	Combustion analyser reading (if applicable)	Appliance serviced	CO Alarm tested	CO Alarm tested (if fitted)	SAFE TO USE
Pass/Fail/NA	Yes/No	Pass/Fail/NA	Pass/Fail/NA	(If applicable)	Yes/No	Yes/No	Pass/Fail/NA	Yes/No

Effect

GROUP classification (eg. GACS, GR, ID)

Warning/Advisory (Record must form serial No)

on Taken

comparing should correspond to defects above

is carried out

Record issued by: Signature

Print Name

Received by: Signature

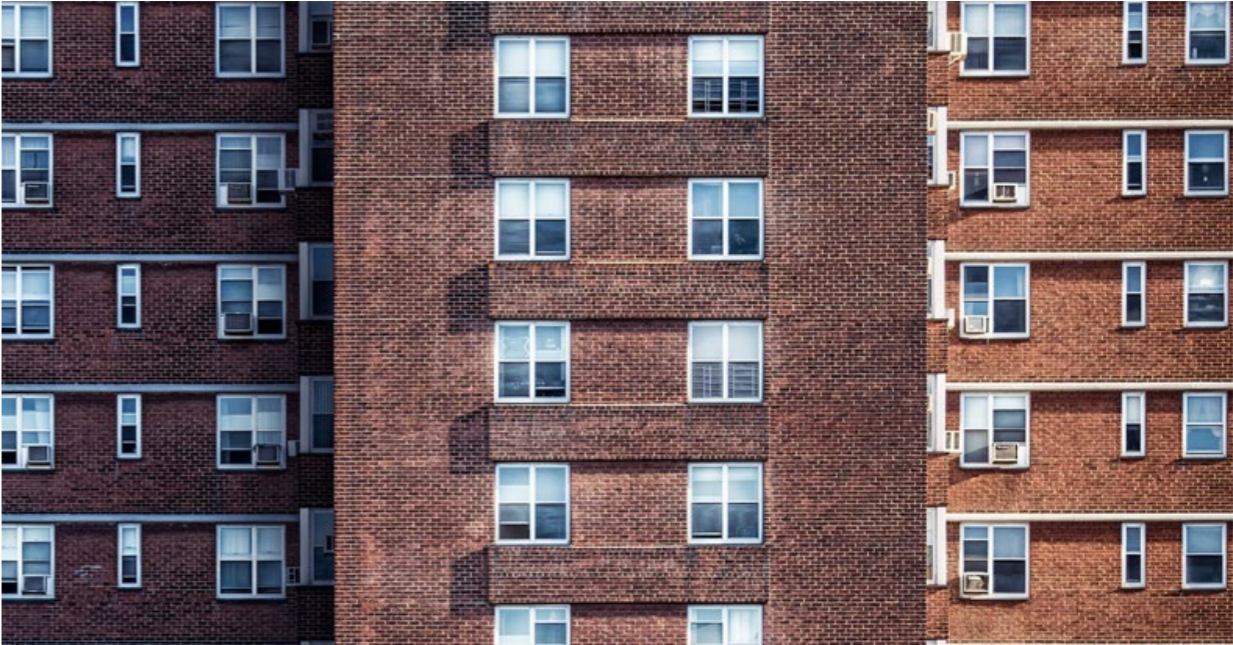
Date appliance(s)/flue(s) checked

ATTENTION

Read safety check due to

At Affinity we provide a complete range of services to landlords so you no longer have to make multiple calls to different tradesmen of varying availability and reliability. Our services are in place to ensure you that regardless of the trade, all works that you need performed will be completed to a high standard in a fast and smooth manner.

From our experience, landlords can find it a difficult task to ensure their let properties and HMO's are in the green when it comes to government regulation. Our services can help you to ensure that you meet all HMO requirements, and to get your property ready to attain an HMO Licence. As well as ensuring your compliance as a landlord, we can directly arrange the appointments for you and ensure that all parties in receipt of the necessary certification.



Fire alarm / certificates

Our goal is to ensure our customers are fully satisfied, so our teams only include highly skilled tradesman and specialists who are friendly, professional and dedicated to getting it right the first time. Our officers are also available at any time to offer you practical advice and solutions to any problems you may have.

BELOW ARE SOME OF THE FITTING & INSTALLATION SERVICES OUR TEAMS CAN PERFORM:

- Landlords Gas Safety Certificates (CP12's)

• Boiler Servicing

• NIC EIC Certification

• Portable Appliance Testing (PAT's)

• Periodic Inspection Reports

• Smoke Detector & Fire Alarm Installations

• Carbon Monoxide Detection

• Fire Extinguishers / Fire Blankets

• Fire Strip & Seal Installation
- Fire Doors Supply & Fit

• Emergency Lighting Installation • Ventilation

• Furniture Supply & Fit

• End of Tenancy Cleaning

• Pest Control

• Waste Removal



OUR ATTENTION TO DETAIL

WE TAKE PRIDE IN ALL OUR WORK

All our work is carried out at the highest level of attention to detail.





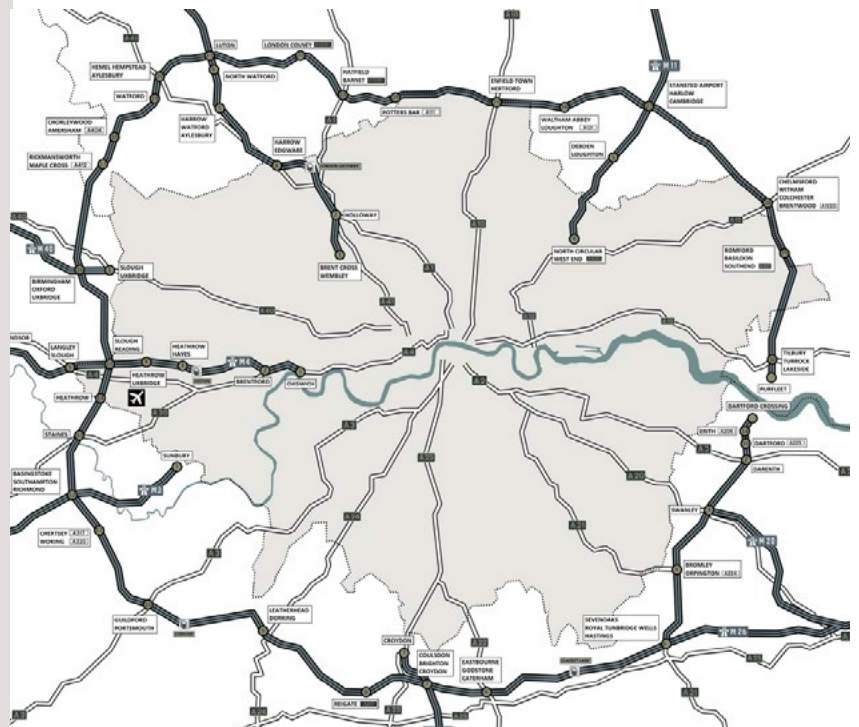
AFFINITY PROPERTY

AFFINITY PROPERTY MAINTENANCE

Reactive & Planned Maintenance
Contact us today for a FREE written report.

MANAGING DIRECTOR

Fahd Rauf



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