



## reoplan Real Estate

# reoplan Real Estate Services

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We, the reoplan Immobilien AG, are part of the reoplan Group, specializing in property management, sales, and appraisals. Depending on our clients' wishes and needs, we handle the sale and/or administrative and technical management of residential properties, co-ownership and condominiums, commercial and service properties, as well as business premises and housing cooperatives.

We take care of all administrative processes for you when buying or selling a property and provide advisory support from evaluating a property to completing the purchase.

The primary goal of our property management is to optimize the preservation of a building's value so that you can achieve a market-oriented return on investment in the long term.

## Services

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### **Real Estate Services – a selection of our services:**

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- Accounting and insurance management
- Rent and utilities collection
- Re-leasing with optimal benefits for the property owner(s)



«With expertise and years of experience, we have the ability to translate our technical knowledge into practice.»

### **Arian Afdija**

Head reoplan Immobilien AG

Real Estate Trustee with Federal Diploma

## General management of condominiums and rental properties:

- Conducting and chairing owner meetings
- Hiring/Coaching of caretakers
- Coordinating technical maintenance
- Condition assessments and reporting
- Handling insurance claims
- Consultation on investments and optimization potential
- Developing a long-term maintenance and investment plan that outlines the future return on investment
- Supervision during property renovations
- Administrative property management/accounting
- Reporting tailored to the individual needs of the property owners

## A selection of our services in the field of buying and selling real estate:

- Preparation of sales documentation
- Development of a sales/purchase strategy
- Location evaluation
- Communication through various media
- Conducting property viewings
- Accompanying and advising in negotiations
- Drafting and reviewing contracts
- Addressing tax matters and optimizing tax strategy
- Assisting with notarization and the purchase process
- Financing
- Appraisal and initial leasing



«With our strong professional background, we possess the necessary knowledge for your optimal support.»

### **Sina Schneeberger**

Account Manager reoplan Immobilien AG  
Expert in Real Estate Management



«We are committed to providing quality services in the real estate sector at an optimal price-performance ratio for you.»

### **Daniela Ziegler**

Accounting Manager – Real Estate Finances  
Financial and Accounting Specialist with  
Swiss Federal Certificate

## The reoplan Group

reoplan was founded in 1987 as a fiduciary company and today has over 30 employees. Flexibility, innovation, and solid expertise ensure satisfied customers all around. In addition to the real estate sector, the group also includes reoplan fiduciary firms in Thun, Bern, Burgdorf and Zurich, as well as the Digital service division for process management in the real estate and fiduciary sectors.

Due to our demanding clientele, our areas of expertise extend beyond just accounting, tax consulting and auditing, and encompass a wide range of specialized fields. Our client base includes small and medium-sized businesses in the industrial, service, trade, and commerce sectors. reoplan specializes in serving public administrations, their subsidized enterprises, home care organizations, non-profit organizations, and retirement and nursing homes.

Whether you are a small or medium-sized enterprise (SME), a municipality, an administration, or a nonprofit organization (NPO), we are here to serve you.

