



urban residential bd  
a property management company

**Dhaka Office :** House No : 483, Apt : 101, (N-1) 1st Floor, Lane No : 8, Baridhara DOHS  
Baridhara, Dhaka, Bangladesh, Phone : +88 02 8418123, Cell : +88 01914-216 909, [www.urbanrbd.com](http://www.urbanrbd.com)

**London Office:** 50 Woodstock Road, Wembley, Middlesex  
HA0 4ET, United Kingdom, Phone: +44 772 0383 086



## Introduction

Urban Residential BD was established in January 2014 with the aim to serve Non-Resident Bangladeshis by looking after their investment in real estate back home. The company provides owners and investors a full service solution for the complete management of residential properties.

We recognise that your property is first and foremost, a significant asset. Even with experience, managing a property can be a time consuming activity. One you could probably do without particularly if you already have a full time job / business, family or live overseas.

That`s where Urban Residential`s comprehensive property management service comes in. We are here to help iron out any unforeseen necessities and focus on the nuts and bolts that are the essential foundations of managing a property. Our team of professionals is on hand to provide you with a service designed for all types of land lords, from a homeowner renting out their family home whilst working overseas, to individual and corporate landlords owning investment properties or large property portfolios.

Our dedicated property managers offer a full property and rental management service for landlords. So you can relax knowing your property is in safe and experienced hands.



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## Key Holding

- Periodic inspection for airing and cleaning while empty
- Timely payment of service charge, utility bills etc.
- Payment of holding tax
- Represent the owner at owner's society meetings
- Mail check

## Letting

- Inspect property to ensure it is rent ready
- Photographs and Marketing
- Accompanied viewings
- Screen applicants through verification of their business or employment status
- Drawing up the tenancy agreement
- Deposit negotiations
- Arranging Check-in

## Tenant Management

- Oversee tenant's compliance with the agreement
- Collect rent and deposit to owner's nominated bank account
- Ensure timely payment of service charge/utility bills etc.
- Handle tenant calls
- Oversee maintenance



## Property Maintenance

Periodic inspections of the property  
Management of common repairs, electrical & plumbing needs  
Undertake major refurbishment work through prior approval of estimated cost by owners  
Organise and supervise all such work

## Documentation

Document Searching  
Mutation  
Power of Attorney Acceptance  
Registration  
Deed of sale  
Heba Deed  
Partition Deed  
Compliance of government regulation



## Services Explained

### Key Holding

Non-Resident owners who wish to keep their property vacant utilise occasionally, regular checks of their properties are a key part of our services. We want our clients to be able to relax safe in the knowledge that we are regularly looking over their property to ensure it is safe and secure.

We will ensure timely payment of all kinds of government taxes and fees e.g. Holding Tax, Khajna, Land Tax etc and also all kinds of utility and service charge e.g. DESCO, DPDC, WASA, TITAS GAS etc.

We will organise regular cleaning and airing of the property when it is vacant.

### Letting & Tenants Management

The Dhaka lettings market is unique in its competitiveness and demands. As rents rise so do tenants expectations and it is therefore vital to be well equipped in order to realise the full benefit of your investment.

Offering prospective tenants a professionally managed property in Dhaka speaks volume - not only about your property, but also for you as a landlord. It will minimise your need for involvement and help ensure the tenancy follows a positive pathway.

Our management services ensure that the letting process for landlords is stress-free and simple. From the moment you instruct us, we`ll manage all aspects of renting your property, starting with finding the best tenants, negotiating the best price on your behalf, and for the duration of the tenancy, being on hand to deal with any issues that arise, ensuring that your tenants and property are well looked after.



At the start of the tenancy, tenants may want things added, removed, assembled, painted, repaired or bought. We`ll see to it that this is looked after and that the tenancy gets off on the right foot. You will have a dedicated and experienced Property Manager who specialises in the area where your property is located. They will take care of the lengthy and frequent phone calls, requests for work or repairs, appointing contractors and third parties and will report back to you as often or as little as you personally choose.

## Property Maintenance

Keeping a property in good condition requires regular observation and maintenance. The maintenance service we offer at Urban Residential BD covers all aspects from minor repairs, electrical & plumbing needs, painting & decorating to major refurbishment work to your specification.

## Property Appraisal

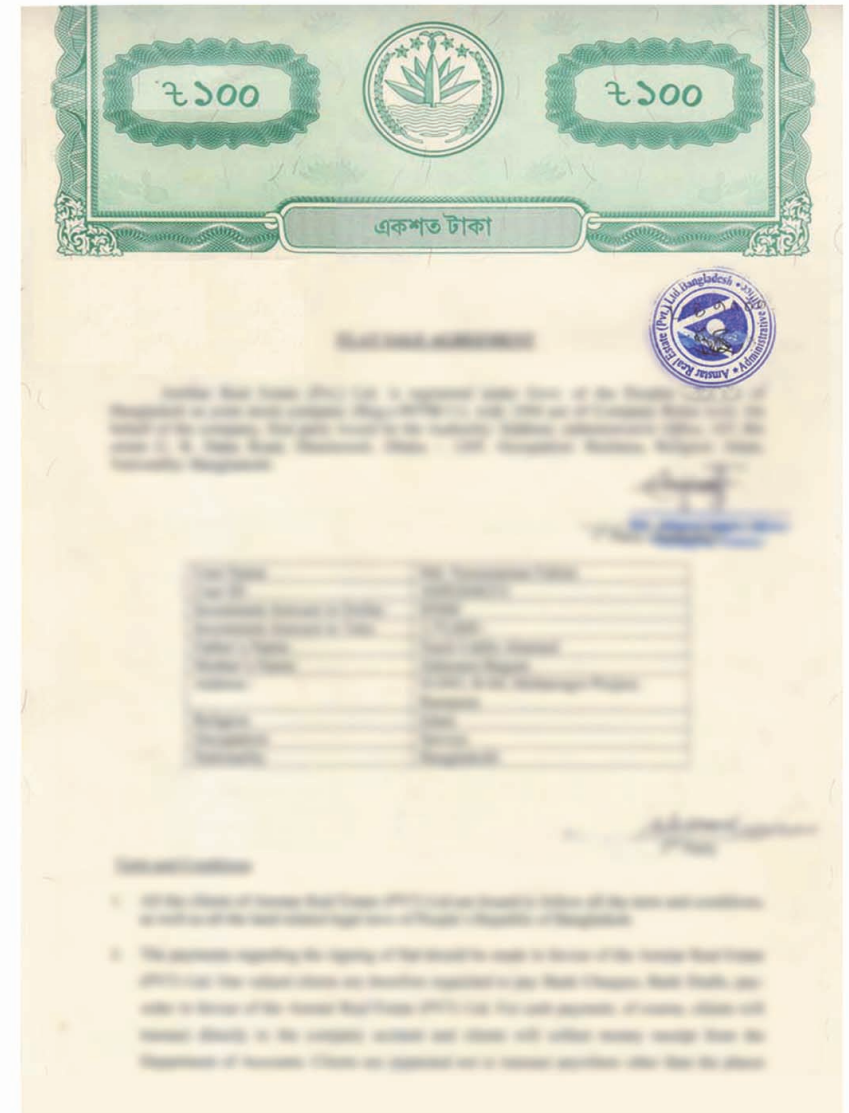
When it comes to selling or renting your property, it`s important to ensure that your property is presented to maximise its rental or sales potential. We provide a full market appraisal service to our valued customers. This will include an accurate opinion of the market potential of the property backed up with evidence of recent local sales. There will also be suggestions for marketing the property, tips on presentation and timing.



## Documentation

Whether purchased outright or inherited, your real estate property is a significant asset. It is very important that all your ownership documents are in order and up to date.

We are here to assist you in searching, updating, obtaining copies or preparing new documents, as required, for your property from RAJUK, Ministry of Housing and Public Works, National Housing Authority or any other relevant authority.



## Testimonials

I am very happy with the way Urban Residential BD is managing my RAJUK problem. I would definitely recommend their services to NRBs everywhere.

Dr. Ahmed Jamil Sharif  
Orpington, Kent  
United Kingdom

নাগরিক জীবনের শত ব্যস্ততায় ব্যক্তি মালিকানাধীন সম্পত্তি রক্ষনাবেক্ষন করা বেশ কষ্টকর হয়ে পড়েছে। আমার মতো এরকম অনেকে যখন একটা টানা-স্পোডেনের মধ্যে আছে তখন 'আরবান রেসিডেন্সিয়াল বাংলাদেশ' আমাদের পাশে এসে দাঁড়িয়েছে। 'আরবান রেসিডেন্সিয়াল বাংলাদেশ' বিশ্বস্ত ও নির্ভরযোগ্য একটি প্রতিষ্ঠান। এই প্রতিষ্ঠান সফলভাবে তার দায়িত্ব পালন করে আমাদের এই কষ্টভার লাঘব করেছে। আমি এর সাফল্য কামনা করি।

জিন্নাত আফরোজ  
মিরপুর, ঢাকা

I have used the services of Urban Residential BD since they established office in early 2014 and I have found the whole team to be courteous, professional and extremely efficient.

Dr Liza Mohiuddin  
Surbiton, Surrey  
United Kingdom

## Contact Us

For more information about any of our services, please visit [www.urbanrbd.com](http://www.urbanrbd.com) or call

### In United Kingdom

**Shafiul Azam Rana** 0772 0383 086  
Chairman

### In Bangladesh

**Khondakar Feroze Qayyum** 01711 523 777  
Director

**Mohammed Jalal Yunus** 01819 217 017  
Director

**Zubair Sadeque** 01954 963 255  
Chief Executive Officer

**A. S. Ehtahsham Iqbal Asif** 01914 216 909  
Manager, Logistics

**Najmul Islam Parvez** 01919 464 800  
Executive  
Operations & Documentation

**Monira Begum** 01744 493 163  
Executive, Marketing

### Our Banker



Bank Asia Limited  
111-113, Motijheel C/A, Dhaka-1000, Bangladesh

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