



BUNAT AL MUSTAQBAL

O W N E R S A S S O C I A T I O N A D M I N I S T R A T I V E S U P E R V I S I O N



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ABOUT US

This Company is licensed and based in Sharjah and Dubai, UAE for providing Administrative and Services Supervision to the properties owned by third party.

The principal objective of Bunat Al Mustaqbal is to organize the relationship between the owners and occupants and to put in place laws, regulations, control mechanisms, organizing facilities management services. The owners units under BAM in total of 2160 units.



OUR VALUES



- Integrity and Transparency
- Value and Quality Services

- Excellence and Accountability
- Employee Engagement

OUR LOCATION

A stylized map of the United Arab Emirates is shown in the background. The map is divided into three vertical sections: a light grey section on the left, a medium grey section in the middle, and an orange section on the right. The orange section highlights the Dubai area, while the medium grey section highlights the Sharjah area. The text 'OUR LOCATION' is written vertically in a bold, black, serif font on the left side of the map.

SHARJAH AREA:

- Canal Star Tower
- Tiger 2 Tower
- Al Sondos Tower

DUBAI AREA:

- Marina Pinnacle Tower
- Dana Tower

DEPARTMENTS



- Accounts Department
- Legal Affairs
- Collection
- Facility Management
- Customer Service
- Owners Association Management

OUR SERVICES

- Administrative Supervision of the Owners Association
 - Financial Management and Collection
 - Facility Management
 - Legal Services
 - Customer Services
-



ADMINISTRATIVE SUPERVISION OF THE OWNERS ASSOCIATION

- Development of long term management strategies for the Jointly Owned Property.
- Obtaining and renewing licenses and attending to Government registration processes on behalf of the Owners Association.
- Prepare agendas and notices of all meetings (Board Meetings, Annual General Meeting, and Extraordinary General Meeting).
- Collection of service charge payments for the Owners Association.
- Communicating complaints & requests from owners in relation to common property areas.
- Renew insurances.

OUR SERVICES

OUR SERVICES

FINANCIAL MANAGEMENT AND COLLECTION

- Opening, operating and reconciling a trust account in the name of Owners Association, including the collection and banking of owners' maintenance payments and other receipts into this bank account.
 - Preparation of annual service charge budgets and financial statements.
 - Establish and maintain General and Reserve Funds.
 - Monitor Service Charge arrears, collect and deposit to the bank account.
 - Process and pay invoices for work carried out on behalf of the owners association.
 - Accounting for and reporting on all technical, administrative, financial and regulatory matters.
 - Arrange annual financial audits
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OUR SERVICES

FACILITY MANAGEMENT

- Facilities management contract procurement and service level supervision.
 - Prepare, implement and coordinate a preventative maintenance program.
 - Arrange quotations for all services and remedial work.
 - Arrange and coordinate repairs and maintenance.
 - Supervise repairs and warranty claims in relation to common areas.
 - Fire Safety compliance and EHS compliance.- Communicating complaints & requests from owners in relation to common property areas.
 - Renew insurances.
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LEGAL SERVICES

- Maintain all legal records of community, Association constitution, Board Resolution, Sites Plan, and keep confidentiality of all records.
 - Fulfilling all statutory requirements imposed by the relevant authorities like Dubai Municipality, RERA, Dubai Police & Dubai Civil Defense.
 - Advise on sending legal notices to the owners (defaulters)
 - Government Relations and Liaisons with Local Authorities
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OUR SERVICES

OUR SERVICES

CUSTOMER SERVICES

Requirements

- Form
- Owner
 - Title deed
 - Passport copy
- POA / management
 - Title deed
 - Passport copy of owner
 - POA agreement / management agreement
 - Passport of the POA / Trade license of the management company
- Tenant
 - NOC from the owner
 - Title deed
 - Passport copy of the owner
 - Tenancy contract
 - Passport copy
 - Visa copy
 - Emirates ID
- Additional requirement if the unit has POA / Management
 - POA agreement
 - Passport of the POA / Trade license of the management company





EXCLUSION

- Owners Association Government Permits and Licenses

Exclusion

- Any official or authority fees related to the building operation

- Fines / Penalties imposed by official parties due to residents actions

- Emergency Evacuation Plan

- Other services not mentioned within the scope of work which may arise during the contract period

PROJECTS UNDER OUR MANAGEMENT



MARINA PINNACLE TOWER

Location: UAE, Dubai, Marina
Description: 4B + G + 4P + H.C. + 67 FLS
Facilities: Gym, Swimming pool
No. of units: 764 residential unites, 8 Retails
(420 One BR + 168 Two BR + 176 Three BR)
Use: Residential, Commercial
Total area: 848,216 sq.ft.



LAKE CITY TOWER

Location: UAE, Dubai, JLT
Description: 4B + G + H.C. + 34 FLS
Facilities: Gym, Swimming pool, Kids playing area
No. of units: 422 residential unites, 21 Retails
(66 Studios + 291 One BR + 65 Two BR)
Use: Residential, Commercial
Total area: 354,000 sq.ft.

PROJECTS UNDER OUR MANAGEMENT



AL DANA TOWER

Location: UAE, Dubai, JVC
Description: 3B + G + 19FLS
Facilities: Swimming pool
No. of units: 151 residential unites, 3 Retails
(94 One BR + 57 Two BR)
Use: Residential, Commercial
Total area: 132,155 sq.ft.



AL MANARA TOWER

Location: UAE, Dubai, JVT
Description: 3B + G + 4P + M + H.C + 25FLS
Facilities: Gym, Swimming pool, Kids playing area, BBQ Area
No. of units: 257 residential unites, 16 Offices, 2 Retails
(103 Studios + 128 One BR + 26 Two BR)
Use: Residential, Commercial
Total area: 182,200 sq.ft

PROJECTS UNDER OUR MANAGEMENT



AL JAWHARA TOWER

Location: UAE, Dubai, JVT

Description: B + G + 4P + 29FLS

Facilities: Gym, Swimming pool, Kids playing area, BBQ Area, Indoor cinema, Entertainment hall

No. of units: 532 residential unites (532 Studios)

Used: Residential

Total area: 355,825 sq.ft



BUNAT AL MUSTAQBAL

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