

2019 D2 PROPERTY MANAGEMENT TEAM



An alliance member of
 BNP PARIBAS
REAL ESTATE

BOARD DIRECTOR



Phil Dawes phil.dawes@d2re.co.uk
Managing Director +44 (0) 1534 716230

Responsible for all the business lines within the D2 Group and splits his time between both Jersey and Guernsey. He is heavily involved with the management team, which is a crucial part of the overall business.

PROPERTY MANAGER

Grant Irvine grant.irvine@d2re.co.uk
Head of Property Management +44 (0) 1534 716238

Ensures all the systems are in place and key deadlines and targets are met. He is primarily responsible for dealing with key lease events and reporting to the Landlord. Therefore, should tenants like to raise any specific points with the Landlord, then Grant is the first point of contact.



FINANCE TEAM

Marta Szelest marta.szelest@d2re.co.uk
Head of Accounting +44 (0) 1534 716237

Marta is responsible for raising invoices, including rent, service charge, insurance and tax. She prepares the service charge accounts and reconciliations. Therefore any finance related issues should be raised with Marta.



Georgia Haworth
Finance Assistant

georgia.haworth@d2re.co.uk
+44 (0) 1534 716236

Georgia assists Marta Szelest in the finance department and provides a second point of contact on finance related issues.



FACILITIES MANAGEMENT TEAM



JERSEY

Kester Nash kester.nash@d2re.co.uk
Senior Facilities Manager +44 (0) 1534 716235

The Facilities Managers split their time between the properties, so you will see them visiting your property on a regular basis. Their primary role is to ensure your property is compliant with health and safety legislation. They also liaise closely with the contractors, as well as overseeing the helpdesk. Any issues with contractors or concerns with the building should be reported to our Facilities Manager.



Siobhan Rondel
Office Manager

siobhan.rondel@d2re.co.uk
+44 (0) 1534 716234

Siobhan assists the Facilities Managers, particularly in arranging tenants' meetings and dealing with reactive maintenance.



GUERNSEY



Rosy Domaille rosy.domaille@d2re.co.uk
Facilities Manager +44 (0) 1481 722151

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Jack Lucas
Assistant Surveyor

jack.lucas@d2re.co.uk
+44 (0) 1481 722151

Jacks assists the Facilities Managers, particularly in arranging tenants' meetings and dealing with reactive maintenance.



TENANT REPORTING



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Repair identified in Landlords area or to a
'common' building system (ie: fire alarm)



HELP DESK

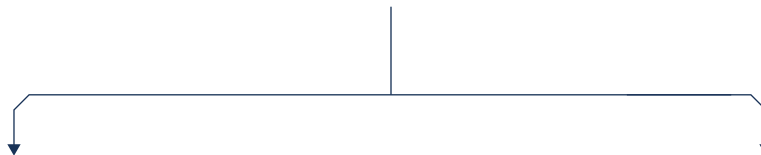
This is available 24/7. Any specific repairs or issues within the Landlord's common areas should be reported to the Helpdesk. Once a report is logged, the appropriate contractor is notified and then their performance and response is monitored by our Facilities Manager. The contractors are bound by key performance indicators (KPI's). The Facilities Manager is automatically notified when a task has been raised and completed so the KPI can be measured.



TELEPHONE
+44 (0) 844 736 9654



EMAIL
tenants.helpdesk@bnpparibas.com



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