FREE GUIDE

A coordinated house: who does what, and who does NOT

The problem with a house at a distance is not each separate task. It is coordinating five people who do not know one another.

1 · The papers to gather first

Get everything together before you start. Almost every step in this guide stops dead for one missing document, and starting again costs more than waiting a day.

- A written list of every supplier already working on your house: gardener, pool company, cleaner, plumber, electrician, with phone numbers.
- The inventory of the keys and who holds each.
- The full home policy, and the public liability cover if the pool or garden calls for it.
- The calendar of everything with a date: IBI, refuse, owners' meeting, ITV, insurance, certificates that expire.
- A single folder with the year's latest bills and receipts, in case something has to be proved.

2 · The order to do things in

1. Write down who does what, with name and number, before adding anyone new. Half of all coordination problems are two people doing the same job.
2. Set a single channel for decisions. If the gardener writes to you, the plumber to your partner and the administrator by post, no coordination is possible.
3. Write the spending rule: up to what amount action is taken without asking you, and above what your answer is awaited. Put it in writing once and save twenty conversations.
4. Put the calendar and the alarms somewhere you actually look, not in a notebook.
5. At the end of each year, file it all together. The next year starts from that folder, not from nothing.

3 · The mistakes we see again and again

- Having five suppliers and nowhere that says who is who. On the day of an emergency, you call whoever you remember.
- Not setting a spending limit. Either everything stalls waiting for your reply, or money goes where you would not have spent it.
- Assuming the community administrator will tell you everything. Their duty is to summon you, not to chase you.
- Confusing coordination with insurance. Coordinating covers no damage: your policy does, and only if you reported it in time.

- Changing supplier without getting back the key they held.

4 · Where you can check it yourself

Official pages, checked on 22/09/2026. The administration changes its screens without warning: if something does not match, the official source wins, not this guide.

- **Ley 50/1980 de Contrato de Seguro**
  https://www.boe.es/buscar/act.php?id=BOE-A-1980-22501
- **Ley 49/1960 de Propiedad Horizontal**
  https://www.boe.es/buscar/act.php?id=BOE-A-1960-10906
- **Suma Gestión Tributaria, periodo de pago voluntario**
  https://www.suma.es/periodo-pago-voluntario
- **Ley 39/2015 del Procedimiento Administrativo Común**
  https://www.boe.es/buscar/act.php?id=BOE-A-2015-10565

If you would rather we did it

€890 a year all of the above, one person, one payment

This is not insurance, a security company or a property administration: there is no alarm and no continuous watch, we do not pay your bills with our money and we do not represent you before anyone. It does not include repairs, deep cleaning, or pool and garden maintenance.

A question? One message is enough

Write to us on WhatsApp at **+34 613 13 87 84** (wa.me/34613138784) and a person answers. Asking costs nothing and commits you to nothing.

Information guide, not legal or tax advice. contact@holaowners.com · holaowners.com