



ORACLE⁺

VALUE CONSULT



ONE STOP SHOP FOR
VALUATION, PROPERTY & LAND RELATED SERVICES



ORACLE+ VALUE CONSULT
COMPANY PROFILE

COMPANY PROFILE

ORACLE⁺ was formed to provide prompt and quality real estate services tailored to suit the varying needs of clients. ORACLE⁺ recognizes the need to set a new standard in the Ghanaian Real Estate environment by placing emphasis on maximising the returns on the clients' property potential and providing the necessary advice in property investment diversification.

With varied and vast experience acquired over the years of practice in various property related disciplines, ORACLE⁺ has come as a formidable force to offer good property techniques, procedures, skills and systems to its clients and to free them from the huge cost of managing their own properties.

Our experiences have been multi-disciplinary cutting across institutions with varied culture, including but not limited to the Land Valuation Board (now Land Valuation Division of the Lands Commission), the Estate Division of the University of Cape Coast, Swanzy Real Estate Division of Unilever Ghana Limited (defunct), Property Solutions Consult Limited (voluntarily liquidated) and TF Properties Limited. ORACLE⁺ is therefore poised to provide the highest level of Consultancy services for its clientele.



VISION

To be recognised among the leading Property Service Providers in the Ghanaian Property Market.

MISSION

Our mission is to apply the highest level of professionalism, innovation, and skills in providing prompt and expeditious property related service to our clients.

CORE VALUES

Diligence: Utmost attention backed by precision is given to our works and we do this in earnest.

Integrity: We will do what we say we will do and stay true to our word at all times.

Innovation: We believe that innovation is crucial to the continuing success of our work and thus exploit new ways of doing things.

Loyalty: We stay committed to the mission and vision of our stakeholders at all times.

Responsibility: We are transparent in all our dealings and remain accountable for our actions.

Our Focus

Our Team: We focus first on our team by employing professionals with positive can-do spirit who take responsibility for their development and are supported to achieve results.

Our Clients: Our efforts are focused on understanding the needs of our clients. This we do through direct engagements to ensure that their needs are aligned to our output.

Our Methods: We consistently and continuously examine our processes through research and develop simpler ways of executing complex tasks.

Our Tools: We also believe in acquiring and using tools efficiently to accomplish all our tasks in a timely manner.

Our Services: We deliver value for money services, generated under ethical conditions for our clients.

SERVICES

ORACLE+ has the capacity and expertise to undertake a complete range of Real Estate Consulting Services including, but not limited to:

- Valuation and determination of property values.
- Property Sales.
- Estate Brokerage.
- Property Development/Project Management Services.
- Facilities Management.
- Documentation/Lease Renewals/Perfection of Titles.
- Selection of Sites for Potential Projects

1. VALUATION AND DETERMINATION OF PROPERTY VALUES

We appreciate that Independent, professional valuation is Key to the Real Estate Market and therefore provide our clients with valuations for multifarious purposes based on market conditions of demand and supply. Prominent among these would be valuations for Sale, Rentals/Lettings, Compensation of land Compulsorily Acquired, Valuation for Acquisition of new sites, Insurance and Reinstatement purposes, Accounting purposes, Property Rate issues, Mergers and Takeovers, Performance Bonds, among others.

2. PROPERTY SALES

Our expertise includes:

- a) Preparation of Disposal Plans and Capital Disposal Memorandum for properties to be sold to obtain approval for the sale.
- b) Assess and agree on Reserve Price for properties to be sold, and ensure maximum returns on the sale of these assets.
- c) Communicate with Property Sale Consultants on properties earmarked for Sale and their Reserve Prices.
- d) Timely advertising of properties to be sold and prompt analysis of bid results for Client's approval.
- e) Preparation of appropriate Site Plans and Schedules for incorporating in Contract of Sale and Assignment Documents respectively.
- f) Ensure that appropriate transfer documents are prepared and executed by parties to the sale transaction.

- g) Find appropriate solutions to all issues relating to the sale of the properties, e.g. negotiating for consent with difficult families and stools.
- h) Carry out Property Audit (Legal Documentation Audit) on all documentations on properties for clients.
- i) Submit monthly Scorecards on performance in respect of documents, and payments, consent and total outstanding properties yet to be disposed of.
- j) Update P. O (Property Own) and Correspondence Files respectively, for the various properties sold, with appropriate Site Plans and other documentations such as copies of Capex, Contract of Sale, Receipts of Payments, other sale correspondences, copies of Assignment Documents, Fresh Site Plans and, and "Consent to Assign", among others.

3. PROPERTY BROKERAGE

Our experience in looking for appropriate accommodation for our clients is unmatched in the market and we offer advice on the suitability of specific locations and buildings, how the accommodations can be improved to meet particular needs of clients. We negotiate for the most advantageous lease terms or purchase conditions on behalf of our clients. We are able to target prospective occupiers with precision, and match their needs with the location and specifications of a particular property.

As Estate Agents, we are involved in all the stages of the search process from, identifying your new premises to the signing of the tenancy agreement; we even go the extra mile to organise an inventory at the start of the tenancy and offer a "free settling" in call out service during the first month of each tenancy settling you into your newly acquired property.

Oracle+ strives to identify tenant's property needs and match these with the best property within your price range. We work quickly, communicate efficiently and act transparently - we take your trust in us seriously. We make the property search process easy and ensure you avoid the pitfalls associated with real estate transactions.

As a Landlord's representative, we value your home realistically, and market it professionally to obtain the best market value. We reach out to the largest possible audience of local and international potential tenants through the web, print, and social network. We will provide you with tried-and-tested tips on giving your property maximum appeal to potential tenants, return your calls and messages as soon as possible, and reply to your emails promptly.

4. PROPERTY DEVELOPMENT AND PROJECT MANAGEMENT SERVICES

Development and construction projects can give you headache and present numerous concerns that can keep you thinking at all times. These ranges from how to assess and select consultants or contractors to challenges with traffic impact assessments and soil tests, among others. At Oracle+, we know it is in our interest and yours, to reduce these challenges to the minimum. This we do through:

- i) Working with you to define your project objectives and scope, layout a project plan, define performance requirements and standards, select project participants, and set quality control.
- ii) Minimization of wastage and maximization of value through the careful procurement of labour, materials and equipment.
- iii) Diligently executing the designed project by carefully managing the project schedule, contracting and controlling cost.
- iv) Consistently reviewing materials and work processes to ensure safety and quality.

5. FACILITIES/PROPERTY MANAGEMENT

Facility management (FM) is a profession that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology. For property owners, the day-to-day management of the properties to maximize returns can be time-consuming and a complex business. For occupiers, the management of facilities to maximize the efficiency of working conditions presents different but equally time-consuming problems. As a means of dealing with this dichotomy, we provide various levels of professional management services, which include areas of planning, designing, constructing, maintenance and furniture; and also deals with the hospitality, cleaning, marketing, and accounting. The facilities include office complex, physical resources at the company or site and any other mechanical and electrical utilities that can cause health or safety hazard to employees.

Key deliverables here include:

- a) Preparation of a management plan that includes an operating budget, on-site staffing and market analysis along with recommendations to the client on yearly basis.

- b) Causing all properties within the Portfolio to be maintained in such conditions as may be deemed advisable and cause routine repairs and incidental alterations to be made to the buildings, including, but not limited to, electrical, plumbing, carpentry, masonry works, as may be required in the course of ordinary maintenance and care of the Properties.
- c) Purchasing of all supplies which shall be necessary to properly maintain and operate the Property, with the prior approval of the Client.
- d) Determining and obtaining the approval of the Client, on proper Insurance Coverage for the Properties.
- e) Preparation of lease documents for all tenants.
- f) Collect or cause to be collected rent and any other charges on the properties, as may be deemed applicable.
- g) Maintain in a manner customary and consistent with generally accepted accounting principles, a system of accounts to which each and every financial transaction with respect to the operation of the properties are entered.
- h) Keep the Client informed of the financial status and physical condition of properties and other items that the Client should reasonably be made aware of.
- l) Set up and maintain orderly files containing rent records, insurance policies, lease, correspondence, receipted bills and all other documents pertaining to the properties and their operation and maintenance thereof.
- j) Vet, negotiate, agree on, and pay ground rent and property rates.
- k) Visit, inspect and survey all properties at least once every quarter and submit quarterly inspection reports.
- l) Supervision of Contractors during the execution of maintenance works until completion and take over.
- m) Process Contractors Certificate for payment.
- n) Maintaining a list of approved Contractors who shall execute all maintenance works.
- o) Ensure adherence to Safety, Health and Environmental issues on the site.

OUR PAST CLIENTELE



Oxford Policy Management



...Simply Reliable

6. DOCUMENTATION/LEASE RENEWAL/PERFECTION OF TITLE

Obtaining proper title documents to a property, renewing a lease and processing mortgage documents could be very frustrating and time-consuming for most people. Our in-depth knowledge of the numerous processes that a document must pass through at the various state agencies could be put at your disposal.

We process documents for:

- a) Property surveying, demarcation and description.
- b) Liaising with solicitors on engrossment.
- c) Plotting, Concurrence and Consent issues at the Lands Commission.
- d) Stamping procedures at the Land Valuation Division and the Ghana Revenue Authority.
- e) Registration of documents at the Land Registration Division.
- f) Obtaining Town Planning Permission and Statutory Permits.
- g) Preparation of environmental impact assessment report on proposed development.
- h) Liaising with utility service providers on behalf of clients.
- i) Obtaining Building Permit from the appropriate Local Government Authority.
- j) Obtaining Certificate of Completion and Habitation.

Key deliverables for lease renewals include:

- Vetting and re-assessing the terms and conditions stipulated in renewal letters to ensure that charges/rent and premium payable are reasonable and acceptable.
- Dealing with issues relating to the Surrender and Renewal of leases.
- Ensure that the required site plans and schedules for the renewed lease documents conform to the expired lease in terms of dimensions, size and bearings.
- Ensure prompt payment of assessed/agreed rent and/or premium under the terms for the renewed lease.
- Arrange for the registration, plotting and stamping of all renewed lease documents.

7. SELECTION OF SITES FOR POTENTIAL PROJECTS

This shall include locating lands and properties with latent values, undertaking due diligence and advising on the highest and best use.



OUR TEAM

The Real Estate Professionals at ORACLE+ are Members of the Ghana Institution of Surveyors and/or the Royal Institute of Chartered Surveyors, as well as Project Management Professionals (PMP's) of the Project Management Institute, USA.



CHIEF EXECUTIVE OFFICER

Charles is a Property Consultant with over 25 years' experience in Property/Facilities Management, Valuation of properties of various descriptions for multifarious purposes; Land Documentation, Site Acquisition Services, Project Management, among others. He holds a degree in BSc Land Economy, an MBA in Finance from the University of Northern Virginia, a Fellow of the Ghana

Institution of Surveyors (FGhIS), Member of the Royal Institute of Chartered Surveyors (MRICS) and a Project Management Professional (PMP) of the Project Management Institute, USA.

OTHER PROFESSIONAL STAFF

The other professional staff have a mixture of strong professional backgrounds in Business Information Technology, Accounting, Finance and Administration, among others.

ASSOCIATED COMPANIES

ORACLE+ uses the services of other Specialist Consultants outside our profession for technical advice and services as and when the need arises.

These include Engineers (i.e. mechanical, electrical and civil), Architects, Quantity Surveyors, Planners and Lawyers, among others.

The Curriculum Vitae of the leading Directors of ORACLE+ are as detailed below. These invariably depict the experience and the various projects or works undertaken by each individual member of the team.



CHARLES GYAPONG

BSc, MBA, FGhIS, PMP, MRICS

Curriculum Vitae

Address: P.O. Box KD 660, Kanda, Accra
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PROFILE:

Valuation and Estate Surveyor & Project Manager with over 25years of varied working experience in Property/Facilities, Management, Valuation of properties for multifarious purposes, Project/Construction Management and Land Administration.

EDUCATION:

- MBA Finance, University of Northern Virginia, USA: January 2006 to June 2008
- Real Estate Appraisers Course, Allied Business School, California, USA: May 2006 to Dec. 2006
- B. Sc. Land Economy, University of Science & Technology, Kumasi, Ghana: October 1990 to July 1994:

Final Year Dissertation:

The Impact of Housing Regulatory Agencies on Housing Delivery Performance- A case study of the Kumasi Metropolis.

- "A" Level, Sunyani Secondary School, Sunyani, Ghana: October 1986 to June 1988.
- "O" Level, Wesley Day Secondary School, Kumasi, Ghana: 1980 to 1986.

PROFESSIONAL TRAINING AND DEVELOPMENT

- Elevated to the Class of Fellow (FGhIS) by the Ghana Institution of Surveyors in February, 2017
- Certificate in Construction Project Management, RICS Online Academy (February-September 2016)

- MRICS, Royal Institution of Chartered Surveyors, 23rd April, 2015
- Project Management Professional, Project Management Institute, USA, March 2013
- Project Management Course, Knowledge Tree Technology, June 2011
- MGhIS, Valuation and Estate Surveying Division, Ghana Institution of Surveyors: 1996 to 1998

Research Work and Written Reports:

- Maintenance of Public Buildings. A case study of Public Buildings in the Bolgatanga District Assembly Area.
- The Prospects of Serviced Plot Delivery in Contemporary Ghana. A case study of the Bolgatanga Land Market.
- Stamp Duty Administration Practice, Problems and Prospects. A case study of the Upper East Region.
- Member, Commonwealth Association of Surveyors and Land Economists: 1999
- Teaming for excellence (Micron, USA), January 2008
- Trainer and Lead skill building workshop (Micron, USA), December 2007
- Micron Computing Essentials (Micron, USA), November 2007
- Workplace communication course (Micron, USA), November 2007
- Coaching and counseling subordinates (Unilever Ghana), 2003
- Negotiating your way through life (Unilever Ghana), 2003
- Project Management Foundation for Managers (Unilever Ghana), 2002
- A Motivating Performance Evaluation, Skills Ghana, December 2010
- Member of Exams Board, VES Division of the Ghana Institution of Surveyors, 2015 to date

WORK HISTORY:

General Manager (CEO), TF Properties Limited, September 2013 to December, 2021

- Working with the Board to set the Strategic Plan for the Company
- Initiating, preparing and presenting investment proposals for real estate developments
- Appointing, Coordinating and Supervising construction and maintenance projects
- General management of a portfolio of landed properties and directly responsible for facilities managers
- Development and management of leases (Tenant/Lease Administration)
- Coordination of Property take over and handing over
- Developing budgets for property management/maintenance, rent collections and billing of tenants
- Management of refurbishment/maintenance works schedules and programs for various properties
- Providing professional advice and recommendation regarding the development of various projects and selection of quality contractors for construction projects
- Running of the day to day administration of the company
- Supervising and managing employees of TF Properties Ltd
- Any other duties that may be assigned from time to time

Operations/Facilities Manager, TF Properties Limited, October 2009 to August 2013.

- Property Management: responsible for the management of a portfolio of landed properties, namely Office Complex at No. 30 Independence Avenue (GNAT Heights), Accra; Office Property at No. 59-7th Avenue, North Ridge, Accra; TF Hostel Complex at Legon Campus; and Affordable Housing Project at Gomoa Nyanyano.
- Tenant prospecting and servicing: responsible for signing on good covenant tenants like Airtel, GlaxoSmithKline, Energy Bank and Landmark Africa. Visits to Tenants are well coordinated and promptness in answering tenant's request has led to a positive relationship with all tenants.

- Effective coordination and management of outsourced/contract services such as security, horticulture, air-conditioning, pest control, fire safety, cleaning and standby generator set.
- Effectively developing and managing maintenance programmes, and responding promptly to tenant maintenance requirements.
- Project management: responsible for management of construction/refurbishment and maintenance works, through proper scheduling to ensure that they commenced and completed on time, within budgeted cost and to first class quality standards.
- Management of tendering process, evaluation of tenders and contract awards.
- Responsible for budget preparation, billing of tenants and rent collection.
- Preparation of Strategic and Business Plans for the Company, example the 2011-2015 Business Plan for TF Properties Company Ltd.
- Timely preparation of reports and Property Information Schedules for the attention of the Board.

Facilities Officer on contract, Kofi Annan ICT Centre, January 2009 to May 2009:

- Responsible for the management of all the Centre's physical facilities such as lecture theatres, conference room, boardroom, auditorium, library and canteen.
- Keeping, updating and maintaining an Assets Register for the Centre.
- Effective monitoring of building systems including HVAC, Fire Alarm, and standby generator, and ensuring their good use at all times.
- Management of the Procurement Plan of the Centre.
- Effective management of service contracts for cleaning, security, horticulture, canteen, air-conditioning, fire alarm, standby generator and electrical systems.
- Proper Supervision of maintenance of facilities and furniture.
- Ensuring that rooms are duly set up for meetings and events.

Facilities Manager, Property Solutions Consult Limited, September. 2004 to December 2008

- Facilities Management: responsible for the management of the Swanzy Shopping Arcade and other properties dotted all over Ghana.
- Debt Management and Credit Control: responsible for effective control over debtors with the aim of keeping debts low; and effective operation of the Rent Collection Policy.
- Tenants Prospecting and Servicing (including signing on good covenant tenants; timely property/tenant visits; promptness in answering tenants request; maintaining a positive relationship with all tenants; and keeping vacancies low.

- Timely renewal of Title Documents prior to expiry.
- Preparation of Property Information Schedules (namely Property Rate Schedule, Ground Rent Schedule, Schedule of Court Cases, Lease Renewal Schedule, Debtors Schedule, and Rent Schedule for management reporting).
- Property Valuation for multifarious purposes for individual clients and financial/mortgage institutions such as Ghana Home Loans Limited.
- Responsible for the management of Safety Health & Environmental Issues for the properties in the portfolio.
- Responsible for planning, scheduling and management of maintenance and rehabilitation projects from inception to completion.
- Effective management and administration of service contracts for cleaning, security, horticulture, HVAC, fumigation, electrical installations, generator sets, and plumbing, among others.

Estate Manager, Unilever Ghana Limited, Swanzy Real Estate Division, Greater Accra Region: October 2003 to August 2004.

Estate Manager, Unilever Ghana Limited, Swanzy Real Estate Division, Western Region: May 2001 to Sept 2003:

- Responsible for Tenants Prospecting and Servicing (including signing on good covenant tenants; timely property/tenant visits; promptness in answering tenants request; maintaining a positive relationship with all tenants; and keeping vacancies low).
- Responsible for Debt Management and Credit Control (ensuring effective control over debtors with the aim of keeping debts low; and effective operation of the Rent Collection Policy).
- Management of construction and maintenance projects from inception, to completion and handover. Specific projects handled include the Construction of the Unilever Guesthouse, Takoradi; Rehabilitation of the Swanzy Shopping Arcade; Rehabilitation of Unilever Guesthouse, Kumasi; and rehabilitation of 4No. Unilever Expatriate Residences on the 8th Avenue, Ridge, Accra.
- Responsible for the management and administration of service contracts for cleaning, security, horticulture, HVAC, fumigation, electrical installations, genset, plumbing, etc.
- Management of Unilever Guesthouses/Expatriate residence (including furnishing, lodging & boarding, housekeeping, and accounting of proceeds).
- Timely renewal of Title Documents prior to expiry leading to the renewal of about 30 leases during the period under review.

- Preparation of Property Information Schedules (namely Property Rate Schedule, Ground Rent Schedule, Schedule of Court Cases, Lease Renewal Schedule, Debtors Schedule, Rent Schedule, etc.
- Member of Team that developed the Emergency Recovery Site as part of Business Continuity Planning for Swanzy Real Estate Ltd.
- Management of Safety, Health and Environmental issues in the managed properties.

Estate Manager, University of Cape Coast: December 1999- April 2001

- Responsible for the management of the University's Estate, comprising the 25 square miles land, administration blocks, faculty buildings, halls of residence, bungalows on campus and rented premises off campus.
- Liaised with the Development and Maintenance Office to ensure that both construction and maintenance of buildings/ furniture are commenced and completed on time, within budget and to the right quality from inception to completion and handover.
- Servicing of Committees such as the Development Committee, Housing Committee, and Administration Committee as member and/or Secretary.
- Periodic Valuation of Assets of the university (one undertaken in 2000).
- Assist new appointees in securing accommodation in the Cape Coast Municipality.
- Responsible for routine Inspection of University boundaries for signs of encroachment and reporting same to the security and legal offices for action.
- Preparation of periodic reports on the University's housing situation to the housing committee for proper planning.
- Responsible for allocating vacant houses to staff in line with the accommodation policy.
- In charge of furnishing of bungalows, periodic inventory of assets and responsible for the estate stores.
- Responsible for providing the infrastructure for on-campus activities such as Congregation, Matriculation, academic staff durbars, among others.

Valuer, Land Valuation Board, Bolgatanga: December 1995- December 1999

- Valuation of land/buildings of all descriptions for multifarious purposes including sale/purchase, rental/letting, mortgage, insurance, accounting, bail bonds, performance bonds, among others.
- Determination of all matters of compensation for land compulsorily acquired by government under any enactment. Specific works include handling of compensation cases for landed properties/crops affected by the Bolgatanga-Paga Road Construction in 1996, and Bawku-Danvorga VRA Transmission Line in 1997.

- Responsible for advising all government agencies on matters relating to valuation.
- Responsible for Personnel Management and general administration.
- Provision of Site Advisory/Acquisition Services as a member of the Statutory Site Acquisition Committee.

SKILLS:

Excellent Leadership/Management skills,
Multicultural Sensitivity Awareness,
Good communication skills,
Ability to Plan/Organize/Coordinate and Direct teams,
Strong knowledge of the Real Estate Market
Self-motivated and paying attention to details

LEADERSHIP

- Member of Examiners Board, VES Division of the Ghana Institution of Surveyors (GhIS) from 2015 to date
- Coordinator of Administration and Human Resource Management (AHRM), Presbyterian Church of Ghana, Parousia Congregation, Baatsona: October 2009 to 2016 and 2019 to date
- Chairperson, Land Valuation Board Welfare Fund, Bolgatanga: 1997 to 1999.

REFERENCES

1. Mr. Dominic Adu
Managing Director
FNB Bank, Accra
Tel: 0244335051

2. Mr. Forster Buabeng
Fund Administrator
Teachers Fund, Accra
Tel: 0244616323

3. Mr. Moses Honu
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CONTACT US

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