

USEFUL VOCAB FOR PROPERTY MANAGEMENT





- A COPY = 2ND VERSION OF A DOCUMENT
- ACCOUNTANT = A PERSON WHOSE JOB IS TO KEEP OR INSPECT FINANCIAL ACCOUNTS.
- AGREEMENT = A DECISION REACHED BY TWO OR MORE PEOPLE OR GROUPS
- ALARM = A DEVICE FOR MAKING NOISE. CAN BE FOR SMOKE/FIRE OR WAKING UP IN THE MORNING
- ANIMAL PEST CONTROL = IF YOU HAVE AN INFESTATION OF INSECTS OR RODENTS, YOU HAVE TO CONTACT THESE PEOPLE.
- APPEAL = IN RESPONSE TO A COMPLAINT OR A WARNING, A CHANCE TO EXPLAIN OR DEFEND CERTAIN ACTIONS
- BAILIFF = MINOR OFFICER OF THE COURTS
- BASEBOARD = A BOARD PLACED AGAINST THE WALL AROUND A ROOM NEXT TO THE FLOOR.
- BASEMENT = THE FLOOR OF A BUILDING PARTLY OR ENTIRELY BELOW GROUND LEVEL.



- BATHTUB =NOT A SHOWER, YOU CAN LIE DOWN IN IT
- BEE =A FLYING INSECT THAT CAN STING, MAKES HONEY

- BLOCKED PIPE =A PROBLEM WHERE WATER CAN'T DRAIN AWAY BECAUSE OF TOO MUCH OTHER MATERIAL
- BOOKKEEPER =ONE WHO MAINTAINS ACCOUNTS.
- BROKERAGE =THE BUSINESS OF BRINGING PEOPLE TOGETHER IN A REAL ESTATE TRANSACTION. SPECIFICALLY THE FEE ASSOCIATED WITH THIS
- BULKY WASTE =THINGS WHICH CAN'T BE DISPOSED OF NORMALLY, IE FRIDGES, TVS ETC CABLE TV =TELEVISION SIGNALS CARRIED TO HOUSEHOLDS BY FIXED CONNECTIONS AND PAID BY SUBSCRIPTION.
- CARER =A PERSON WHO ASSISTS INDIVIDUALS WHO MAY BE UNABLE TO SATISFY THEIR OWN NEEDS
- CARETAKER =A CUSTODIAN WHO IS HIRED TO TAKE CARE OF A PROPERTY
- CARPET =MATERIAL COVERING FOR THE FLOOR
- CEILING =THE TOP OF A ROOM
- CELLAR =UNDERGROUND ROOM



- CLAIM =WHEN THE RENTAL COMPANY IS ASKING FOR MONEY FROM A TENANT
- CLOSET =A ROOM OR COMPARTMENT FOR STORING OR HANGING CLOTHES
- COMMERCIAL PROPERTY =REAL ESTATE THAT INCLUDES INCOME PRODUCING SITES

- COMMUNAL LIVING =A WAY OF LIFE IN WHICH A GROUP OF PEOPLE LIVE TOGETHER AND SHARE LIVING SPACE
- CONSTRUCTION DEFECTS =PROBLEMS CAUSED BY THE ORIGINAL BUILDERS OF A PROJECT
- PROPERTY DEVELOPER =PERSON RESPONSIBLE FOR OVERSEEING BUILDING WORK
- CONSTRUCTION MANAGER =SUPERVISE ALL OR PART OF A BUILDING PROJECTS
- COOKER HOOD =A PIECE OF EQUIPMENT ABOVE A COOKER THAT TAKES AWAY STEAM AND UNPLEASANT SMELLS.
- CORRIDOR =AN ENCLOSED PASSAGEWAY
- COSMETIC REPAIR =A SMALL ADJUSTMENT TO MAKE AN APARTMENT LOOK NICER. TENANTS ARE USUALLY RESPONSIBLE FOR THESE



- COURT =A SYSTEM THAT HAS THE AUTHORITY TO MAKE DECISIONS BASED ON LAW
- COURT OFFICER =PERSON EMPLOYED TO KEEP ORDER IN A COURT
- COURTYARD =THE BACK OF THE BUILDING, NOT DIRECTLY ON THE STREET, OFTEN ENCLOSED ON 4 SIDES CUPBOARD =A CABINET WITH SHELVES AND USUALLY A DOOR TO STORE THINGS
- CURTAIN =A PIECE OF CLOTH THAT HANGS DOWN FROM ABOVE A WINDOW AND CAN BE USED TO COVER THE WINDOW
- CYLINDER =ROUND, LONG OBJECT
- DEATH CERTIFICATE =OFFICIAL DOCUMENT TO PROVE SOMEONE HAS DIED
- DEFAULT =FAILURE TO PAY BACK A LOAN OR RENT
- DEFAULT SUMMONS =OFFICIAL DOCUMENT FROM A COURT REQUIRING ATTENDANCE. USUALLY FOR NON-PAYMENT
- DEPOSIT =MONEY PUT INTO A BANK ACCOUNT TO ACT AS CONFIRMATION OR SECURITY FOR A PROPERTY. OFTEN SAME AS 3 MONTHS RENT
- DISHWASHER =A MACHINE THAT CLEANS PLATES, CUPS, CUTLERY ETC



- DISPLAY CASE = CLEAR CABINET ENABLING YOU TO SEE WHAT'S INSIDE - USUALLY SOMETHING OF VALUE OR INTEREST
- DOOR FRAME = AROUND THE EDGE OF AN OPENING BETWEEN ROOMS
- DOOR HANDLE = GRAB IT AND TURN TO GAIN ENTRY

- DOOR LOCK = HOW SECURING AREAS, USING A KEY, IS POSSIBLE
- DOORBELL PANEL = SIGN ON OUTSIDE OF BUILDING WITH NAMES ON, AND A METHOD OF CONTACTING THE INHABITANTS
- DRAIN = A PIPE THAT IS USED TO CARRY AWAY FLOWING WATER, OFTEN DIRTY WATER
- DRYING EQUIPMENT = USE THIS AFTER A LEAK TO PREVENT MOULD
- DUNNING = TO CONTINUOUSLY AND URGENTLY DEMAND PAYMENT
- ELECTRICITY FUSE = A SAFETY DEVICE TO PROTECT AGAINST DANGEROUS CURRENT HURTING PEOPLE OR DAMAGING EQUIPMENT
- ELECTRICITY SUPPLY = THE A/C CONNECTION WHICH POWERS MOST DEVICES IN THE HOME. COMES FROM A GRID OR PYLON



- ELEVATOR =A MACHINE THAT MAKES IT EASY TO MOVE PEOPLE OR FREIGHT UP AND DOWN IN A BUILDING.

- ENERGY CERTIFICATE =OFFICIAL DOCUMENT PROVING THE EFFICIENCY OF PIECE OF EQUIPMENT OR THE INSULATION OF A PROPERTY

- FACADE =THE FRONT OF A BUILDING, ADDED FOR AESTHETIC REASONS
- FAUCET =A REGULATOR FOR CONTROLLING THE FLOW OF WATER (AMEN)
- FEE =MONEY PAID TO OTHERS FOR THEIR SERVICES
- FILLER =USED WHEN WALLS HAVE HOLES IN THEM TO FIX THIS PROBLEM
- FITTED KITCHEN =A ROOM WITH ALL COOKING FACILITIES
- INSTALLED FLOOR =WHAT YOU WALK ON, WHEN YOU ARE INSIDE
- FLOOR PLAN =A SCALE DIAGRAM OF THE ARRANGEMENT OF ROOMS IN ONE OR MORE STORIES OF A BUILDING OR PROPERTY
- FLUSH =ON A TOILET TO EMPTY IT
- FRONT BUILDING =PART OF THE PROPERTY FACING THE STREET
- FULLY EQUIPPED KITCHEN UNIT =COOKING AREA WITH ALL NECESSARY EQUIPMENT
- FUSE BOX =IF THE ELECTRICITY TURNS OFF SUDDENLY, YOU SHOULD CHECK HERE FIRST



- GARBAGE =UNWANTED WASTE MATERIAL
- GARDENING =ACT OF MAINTAINING OUTSIDE AREAS
- GROUT =MATERIAL USED FOR FIXING TILES TO WALL OR FLOOR

- GUARANTOR =A PERSON WHO AGREES TO PAY ANOTHER PERSON'S RENT IF THEY ARE UNABLE OR UNWILLING TO PAY THEMSELVES
- GUTTER =PLASTIC OR METAL EDGE USED FOR CHANNELING WATER AWAY FROM ROOFS OR WALKWAYS
- HANDOVER CERTIFICATE =A DOCUMENT FILLED IN AT THE END OF RENTAL PERIOD BEFORE THE NEW TENANT MOVES IN
- HEATING =SYSTEM TO WARM A BUILDING
- HEATING PIPE =METAL CYLINDER USED FOR WARMING A PROPERTY
- HOB =ON TOP OF THE OVEN USUALLY, FOR COOKING
- HOT AND COLD RUNNING WATER =FULLY PLUMBED IN APARTMENT HAS THIS ->
- HOUSE CLEANING =REQUIRED TO REMOVE DIRT/MESS FROM A HOME
- HOUSING ALLOWANCE =MONEY PAID TO SUPPORT LIVING COSTS IN
- WORKING ORDER =OPERATIONAL



- INDUCTION HOB = USES ELECTRICITY AND MAGNETS FOR COOKING
- INSPECTION REPORT = A WRITTEN REPORT THAT DETAILS THE EXISTING CONDITIONS OF THE HOUSE AND / OR PROPERTY
- INSTALMENT CONTRACT = THE DEPOSIT CAN BE PAID IN 3 AMOUNTS OVER A PERIOD OF 3 MONTHS

- INSULATION = A SUBSTANCE THAT REDUCES THE TRANSFER OF THERMAL ENERGY.
- INTERCOM = USED FOR INTERNAL COMMUNICATION IF SOMEONE RINGS YOUR DOORBELL
- INTEREST RATE = THE PERCENTAGE OF A SUM OF MONEY CHARGED FOR ITS USE
- INTERIOR WALL = INSIDE A BUILDING, SUPPORTING THE CEILING OR KEEPING OUT WIND AND RAIN
- JANITOR = A PERSON EMPLOYED AS A CARETAKER OF A BUILDING; A CUSTODIAN
- JOB CENTER = GOVERNMENT OFFICE CONCERNED WITH UNEMPLOYMENT
- KEEPING OF ANIMALS = CONNECTED TO PETS
- KITCHEN APPLIANCES = BIG ITEMS USED FOR WASHING, CLEANING OR COOKING
- LEAK = WATER COMING OUT OF A PIPE OR THROUGH WHERE IT SHOULDN'T



- LESSOR =PARTY TO A LEASE WHO GRANTS ANOTHER PARTY THE RIGHT TO POSSESS AND USE ITS PROPERTY.
- LETTERBOX =AN OPENING IN A DOOR OR ATTACHED TO A WALL ALLOWING MAIL INSIDE

- LIFT =A MACHINE FOR EASILY MOVING BETWEEN DIFFERENT FLOORS OF A BUILDING
- LIGHTING =CREATED BY ELECTRICAL EQUIPMENT, CANDLES, ETC. TO MAKE EASIER TO SEE
- LIMESCALE =SUBSTANCE THAT FORMS FROM HARD WATER WHEN CALCIUM AND MAGNESIUM SEEPS OUT OF THE WATER.
- LOAN =BORROWED MONEY YOU MUST REPAY WITH INTEREST.
- MAINTENANCE SERVICE =ANOTHER NAME FOR WHO TO CALL WHEN YOU HAVE A PROBLEM IN YOUR APARTMENT
- MARRIAGE CERTIFICATE =OFFICIAL DOCUMENT TO PROVE MARITAL STATUS
- MOLD =A FUNGUS THAT PRODUCES A SUPERFICIAL GROWTH ON VARIOUS KINDS OF DAMP OR DECAYING ORGANIC MATTER
- MORTGAGE =A LOAN TO PURCHASE A HOME OR OTHER REAL ESTATE
- NAMEPLATE =HOW THE POSTAL WORKER KNOWS WHERE TO PUT THE LETTERS



- NEGOTIATION = MUTUAL DISCUSSION AND ARRANGEMENT OF THE TERMS OF A TRANSACTION OR AGREEMENT.
- NEIGHBORHOOD = THE AREA OR REGION AROUND OR NEAR SOME PLACE OR THING - THE PEOPLE WHO LIVE NEAR YOU NOISE
- POLLUTION = ANY NOISE THAT CAUSES STRESS OR HAS THE POTENTIAL TO DAMAGE HUMAN HEALTH.
- NOTARY = A REGISTERED PUBLIC OFFICIAL NEEDED FOR THE FORMAL RECOGNITION OF CERTAIN DOCUMENTS
- NOTICE PERIOD = THE AMOUNT OF TIME REQUIRED IN ADVANCE TO CANCEL / END A CONTRACT
- ONGOING DISTURBANCE = A PROBLEM WITH EG NOISE THAT ISN'T RESOLVED QUICKLY
- OPERATIONAL COSTS = PRICE TO PAY, RESULTING FROM DAY-TO-DAY RUNNING OF A PROPERTY
- OVEN = KITCHEN APPLIANCE USED FOR BAKING OR ROASTING
- PARQUET FLOORING = FLOOR WHICH LOOKS LIKE WOOD
- PAYMENT BY INSTALMENTS = SPLITTING COSTS INTO SMALLER MANAGEABLE COSTS
- PILOT LIGHT = THE FLAME IN THE GAS BOILER
- PLASTER = USED FOR INTERIOR WALLS, AS IT'S WHITE AND LIGHTWEIGHT



- PLUG SOCKET = IN THE WALL, USED FOR GETTING ACCESS TO ELECTRICITY
- PREMATURE TERMINATION OF THE CONTRACT = TO CANCEL A RENTAL CONTRACT EARLIER THAN PREVIOUSLY AGREED

- PROOF OF RENTAL PAYMENT = DOCUMENT FROM PREVIOUS LANDLORD SHOWING TENANT IS FULLY PAID UP
- PROPERTY TAXES = TAXES PAID BY ANYONE WHO OWNS PROPERTY SUCH AS LAND, A HOME OR COMMERCIAL REAL ESTATE
- RAT INFESTATION = LARGE RODENTS WITH TAILS LIVING IN AN APARTMENT POSSIBLY
- RAWL PLUG = A PLASTIC THING, GOES ROUND A SCREW TO STOP IT FALLING OUT OF THE WALL.
- REAL ESTATE COMMISSION = TYPICALLY 3% PAID TO THE ORGANISATION WHO HELPS A BUYER OF A PROPERTY FIND A SELLER OR VICE VERSA
- REFURBISHMENT = THE ACT OF RESTORING SOMETHING TO ITS PREVIOUS GOOD CONDITION
- RENOVATION = THE ACT OF IMPROVING BY RENEWING AND RESTORING
- RENT INCREASE = A PERMANENT RISE IN THE AMOUNT OF MONEY PAID TO THE LANDLORD



- RENT REDUCTION CLAIMS =ANY PROBLEMS WHICH MAY GIVE YOU A RIGHT TO PAY LESS RENT FOR THE DURATION OF THE ISSUE
- REPAIR SERVICE =WHO TO CALL WHEN YOU HAVE A PROBLEM IN YOUR APARTMENT

- RESPONSIBLE OFFICIAL =MAIN POINT OF CONTACT FOR A SPECIFIC PERSON OR PROJECT
- ROOF =HIGHEST EXTERNAL PROTECTION AGAINST RAIN, OFTEN TILES
- RUBBISH =ANYTHING TO BE DISPOSED OF (BR-EN)
- RUBBISH DISPOSAL =HOW UNWANTED WASTE IS REMOVED FROM A PROPERTY
- SCHEDULE =A PLAN THAT GIVES EXPECTED TIMES FOR DIFFERENT THINGS TO HAPPEN.
- SEAL =A CONNECTION BETWEEN TWO PARTS TO PREVENT LEAKS
- SELF DECLARATION =A VOLUNTARY DISCLOSURE OF PERSONAL DATA
- SERVICE COMPANY =AN ORGANISATION OR FIRM THAT PROVIDES FOR NON-CORE BUSINESS NEEDS
- SHOWER =A DEVICE THAT PRODUCES A SPRAY OF WATER FOR YOU TO STAND UNDER AND WASH YOUR BODY



- SINK = TYPICALLY FOUND IN A KITCHEN, PLACE FOR WASHING HANDS/DISHES
- SKIRTING BOARD = A FLAT PIECE OF MATERIAL, USUALLY WOOD, BETWEEN FLOOR AND WALL FOR EXTRA PROTECTION
- SMELLS = OFFENSIVE ODOR
- SMOKE ALARM = A DEVICE THAT PRODUCES A LOUD WARNING NOISE IN THE PRESENCE OF FIRE OR SIMILAR

- SOCKETS = A CONNECTION POINT FOR ELECTRICAL PLUGS
- STAIRS = A SERIES OF STEPS FOR GOING FROM ONE LEVEL TO ANOTHER
- STAIRWELL = A PART OF A BUILDING WHERE STEPS FROM ONE FLOOR TO THE NEXT ARE
- SUBLET = WHEN A TENANT FINDS ANOTHER PERSON TO LIVE IN THEIR RENTED SPACE WHILE STAYING ON THE ORIGINAL CONTRACT
- SUITABLE TENANT = A PERSON WHO WOULD BE A GOOD FIT FOR TAKING OVER A NEW APARTMENT
- SUMMONS = A NOTICE DIRECTING SOMEONE TO APPEAR IN COURT TO ANSWER A COMPLAINT OR A CHARGE
- TAP = A DEVICE FOR ACCESSING WATER EASILY IN A KITCHEN OR BATHROOM TYPICALLY
- TILE = SQUARE, HARD MATERIAL USED FOR BATHROOM WALLS OR KITCHEN FLOORS FOR EXAMPLE



- TO BLEED (A RADIATOR) = TO REMOVE AIR FROM A HEATING SYSTEM
- TO RENT = TO LEASE; TO LET (UK); TO PAY OR CHARGE A FEE FOR THE USE OF AN APARTMENT
- TOILET SEAT = PLASTIC AND ROUND, IN THE BATHROOM

- UNDER FLOOR HEATING = A SERIES OF PIPES WHICH HAVE GOT WATER FLOWING THROUGH TO KEEP YOUR FEET WARM
- VIEWING APPOINTMENT = AN AGREED TIME TO COME AND LOOK AT A NEW APARTMENT
- WALLPAPER = PAPER-BACKED, PRINTED WALL COVERING
- WARDROBE = A TALL PIECE OF FURNITURE THAT PROVIDES STORAGE SPACE FOR CLOTHES
- WASHER-DRYER = FOR LAUNDERING CLOTHES
- WASHING MACHINE = A PIECE OF EQUIPMENT FOR CLEANING CLOTHES
- WASP = A FLYING INSECT THAT STINGS, YELLOW AND BLACK.
- WATER DAMAGE = CAUSED BY LEAKING PIPES OR FLOODS
- WATER SUPPLY = HOT AND COLD WATER PIPING EASILY LOCATED IN WALLS AND CEILINGS - AND HOW IT GETS INTO BUILDINGS
- WINDOW = A CLEAR PLASTIC OR GLASS AREA
- WINDOW SILL = FLAT EDGE UNDER A WINDOW USUALLY INSIDE A BUILDING



THANKS FOR READING

PRACTISE HERE

If you have any questions or feedback contact
me on my website

or

shaun@learnenglishinberlin.com