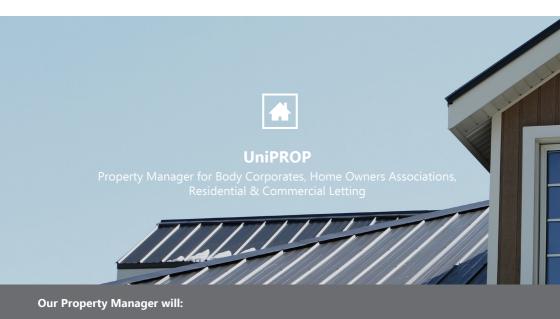


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 1 Townsend Street,
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- Let, maintain & manage residential & commercial properties
- Manage the affairs of Body Corporates & Home Owners Associations
- Assist with general property management & maintenance
- Manage trust accounts
- Manage finances
- Provide a franchise model for corporate visability
- Provide integrated rent rolls & financials
- Ensure instant availability of management information, at all levels of the business
- Assist multi-branch, multi location & multi-agent businesses
- Provide a full back office with a real time general ledger

Features Include:

LETTING

- Matching tenants to available units
- Credit checks
- Lease agreements
- Deposits, refunds & payments
- Agent fees & commissions
- Initail rentals & other charges
- Owner commissions & disbursments
- Owner & tenant statements
- Rent roll
- Tenant management
- Interest on deposits
- Credit control & arrears management
- Lease & inspection reviews
- Renewal options

ACCOUNTING

- Unique three-level property accounting
- Management, agent/division & property/unit levels
- General ledger & reporting for each level
- Trial balance
- Journals Co
- Income statements
- Multi-agent, multi-property combined accounting
- Budgets
- VAT reports & income tax
- Bank reconciliations

SECTIONAL TITLE & HOA

- Levy roll
- Owner & unit statements
- Credit control & arrears management
- Arrears notification
 Clearance certificate requirements
- Trustee information
- Insurance
 - Electricity, water & other cost
 - Performance statistics

GENERAL FEATURES

- Important bank statements
 - Bank guarantees
- effluent batches from utilities
 - TPN integration
- General client communications
- Address labels
- Manage unallocated receipts
- Report packs
- Agent royalties
 - Quality control

PROPERTY MAINTENANCE

- Maintenance mandates
- Manage creditors & contractors
- Job capture & management
- Project responsibilities
- Outstanding jobs per contractor &/or
- responsible person
- SMS & email communications to all parties

SYSTEM FEATURES & SUPPORT

- Online, real time, cloud based access System technical support
- - Help desk for operational support & assistance
 - Regular system & application
- Daily backups
- Month-ends & integrity checks
- Operational & technical security

