UNIBASE
SOLUTIONS

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Bedforview

UniPROP

Property Manager for Body Corporates, Home Owners Associations,
Residential & Commercial Letting

Our Property Manager will:

- 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
- 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 costs
- Performance statistics

GENERAL FEATURES

- Important bank statements
- Bank guarantees
- Import electricity, water, gas & 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 upgrades
- Daily backups
- Month-ends & integrity checks
- Operational & technical security

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www.unibase.co.za