

SOME OF THE SUPPORT SERVICES WE OFFER ARE:

OWNERS CORPORATION
SUPPORT

- ✓ Monitor insurance renewals
- ✓ Draft and issue AGM Packs
- ✓ Draft OC Certificates
- ✓ Issue work orders and quote requests
- ✓ Receipting and reconciliation
- ✓ Enter invoices
- ✓ Debt recovery and arrears enquires

PROPERTY MANAGEMENT
SUPPORT

- ✓ Process applications
- ✓ Send lease renewals
- ✓ Rent increase notices and CMR reports
- ✓ Enter invoices
- ✓ Monitor work orders for safety checks
- ✓ Set and issue routine inspections
- ✓ Set up new renters and send leases

Software we know



CONTACT US



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