

## Professional Real Estate & Strata

### Virtual Support with Cert IV

#### What we do best:

- ✓ **Property Management Support**
- ✓ **Strata Management Assistance**
- ✓ **Accounting**
- ✓ **Administration**

For over 7 years, our team of highly trained Virtual Assistants has been delivering specialised support to real estate and strata professionals across Australia. Certified with CPP41419 Cert IV in Real Estate Practice, we bring a strong foundation of industry knowledge, compliance, and professionalism, trusted by leading real estate companies nationwide to deliver dependable results.

With proven industry expertise, our team provides accurate, reliable, and results-driven support for both Owners Corporation and Property Management operations. Our proactive approach ensures consistent communication, accuracy, and accountability. We deliver seamless integration with your processes to enhance performance, elevate efficiency, and build a trusted partnership that drives long-term success.

#### How can we support you?

Whether you need full-time or part-time assistance, we tailor our services to fit your team's workflow and goals.



#### A selection of the support services we provide

##### 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 notice and CMR reports
- ✓ Enter invoices
- ✓ Monitor work orders for safety checks
- ✓ Set and issue routine inspections
- ✓ Set up new renters and send leases

#### Experts in the Industry Platforms our Clients Trust and Use

