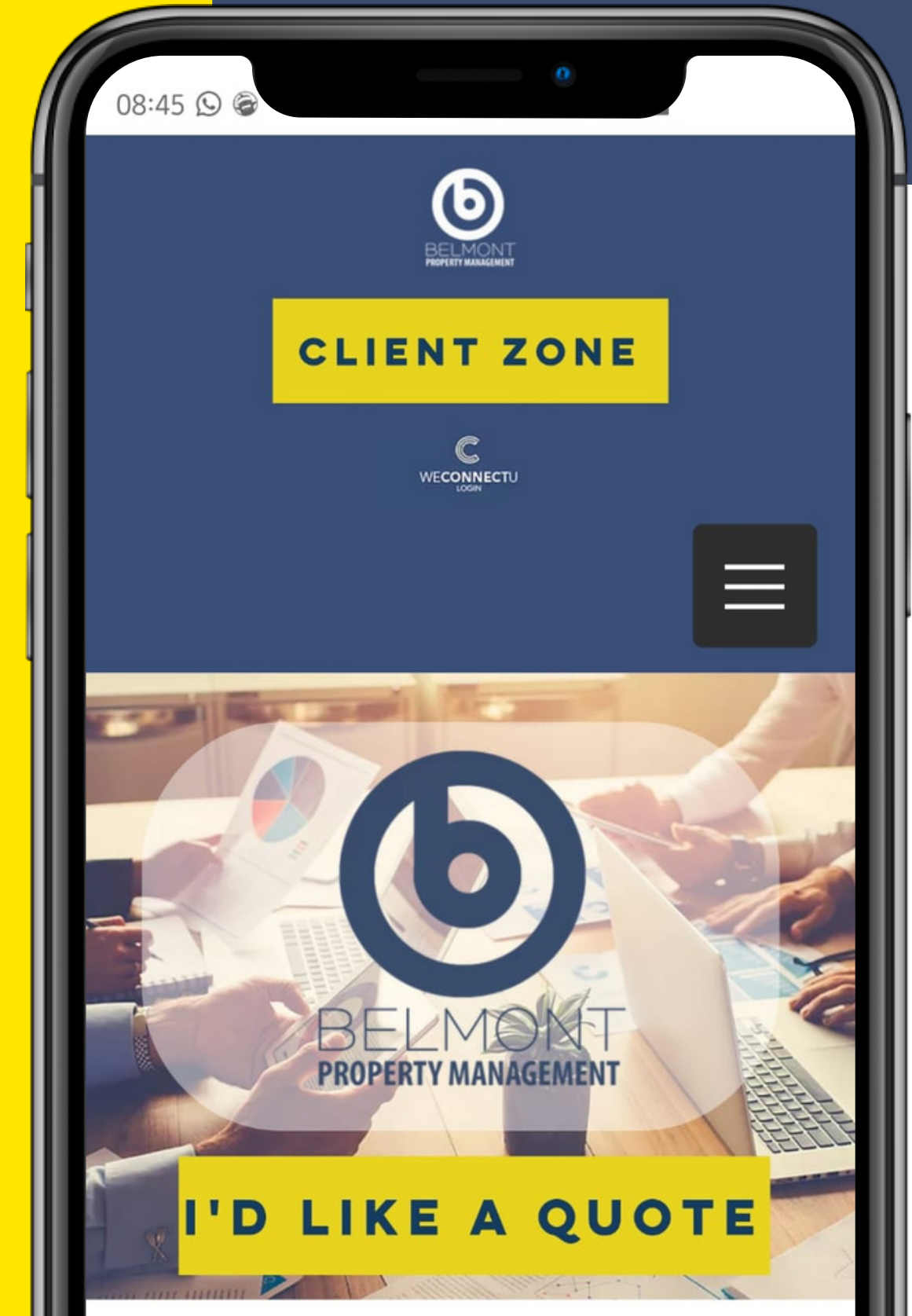


BELMONT PROPERTY MANAGEMENT

Property Management Proposal

→ Effective, efficient scheme
management





Our Services

- Sectional Title Management
- HOA Management
- Executive Management



About Us

Belmont Property Management is part of a larger property business – Belmont Services Group.

At the core of our business is our team, a group of highly responsive individuals who take pride in providing the very best in property management services underpinned by honesty and integrity.

On-going educational development is supported and encouraged to ensure that our team are always up-to-date on current developments and can offer guidance and advice from a position of knowledge as well as experience.

As a customer-centric business, we are committed to providing our clients with a meaningful and value-driven service.

A woman with blonde hair in a bun is lying on her back on a bed with white sheets. She is holding a white mug of coffee in her right hand. A laptop is open on the bed next to her, and a smartphone is lying on the bed to her left. The scene is dimly lit, suggesting a relaxed or tired state.

**Is running your
complex running
you down?
Let us help.**



Why Belmont?



Latest Technology

Through cutting edge online tools, virtual systems and custom property management software and apps, we offer our clients a 21st century management experience.

Expert Scheme Management

We understand that our clients rely on us. We ensure that our team works strictly to the Act, in the best interest of your building.

Availability

Property management doesn't end at 5pm. Our team is available for emergencies from 7am to 7pm – 7 days a week.

Collaborative Administration

Ensuring all moving parts of your building are operating effectively, our team work in close collaboration across departments.

Transparency

Our clients have full access to our online management system, allowing you to track jobs, banking and finance in real time.

Comprehensive Reports

Monthly reporting on the holistic health of your building empowers trustees to make impactful and considered management decisions.



Complete Financial Solution



Compliance Planner



Transfer Tracking & Reporting



Effective Arrears Management



Meeting Management



Project & Maintenance Facilitation



Community Rule Enforcement



Online Payment Approvals



IN ADDITION TO THE ABOVE

Belmont Offers

Site Visits and Inspections



Book scheduled site visits and inspections with our capable team to conduct a health check on the maintenance of the building.

Staff Management and HR



Facilitation of staff payroll, UIF submissions, leave, disputes and other HR related issues.

Interactive Scheme App



To ensure smooth and effective communication between all members, our clients receive a custom app, in addition to our online client portal.



Custom Building App

Have everything you need at your fingertips through a customised mobile web application for your building.

You will be able to:

- Log Maintenance Requests
- Track your transfer
- Access your accounts
- Report an emergency
- Contact an agent to rent or sell your property
- Request Pet Approval
- Check insurance details
- View Conduct Rules
- Download supplier contact information

Or add any link that works best for your requirements.

Protecting our Clients

Compliance

Choosing a Managing Agent is a big decision. We understand that.

In terms of the EAAB, a Managing Agent is defined as an Estate Agent, and they must be registered with the EAAB and have a valid Fidelity Fund Certificate. Belmont is registered and does hold a valid FFC.

Insurance

Schedule of Limits of Indemnity/Liability			
Section/Extension	Per Claim	Per Policy Period	Excess/ Deductible
Professional Indemnity	R 2,000,000	R 2,000,000	R 10,000
Liability Following Employee Dishonesty	R 2,000,000	Included in the Policy Period Limit shown above	R 10,000
Fee Recovery	R 250,000	R 250,000	R 5,000
Loss of Documents	R 50,000	R 100,000	R 250



BELMONT
PROPERTY MANAGEMENT

**Good
teams
matter**



The Management Team



Grant Smee
Managing Director



Megan Ladbrook
General Manager



Ashley Liebenberg
Financial Manager



Arno Liebenberg
Portfolio Manager



Busi Msimango
Team Leader



Aneesa Loots
Financial Controller



Kimm Geemooi
Project Co-Ordinator



Jenny Smee
Portfolio Administrator



Tania Hattingh
Portfolio Assistant



Successful Property Management



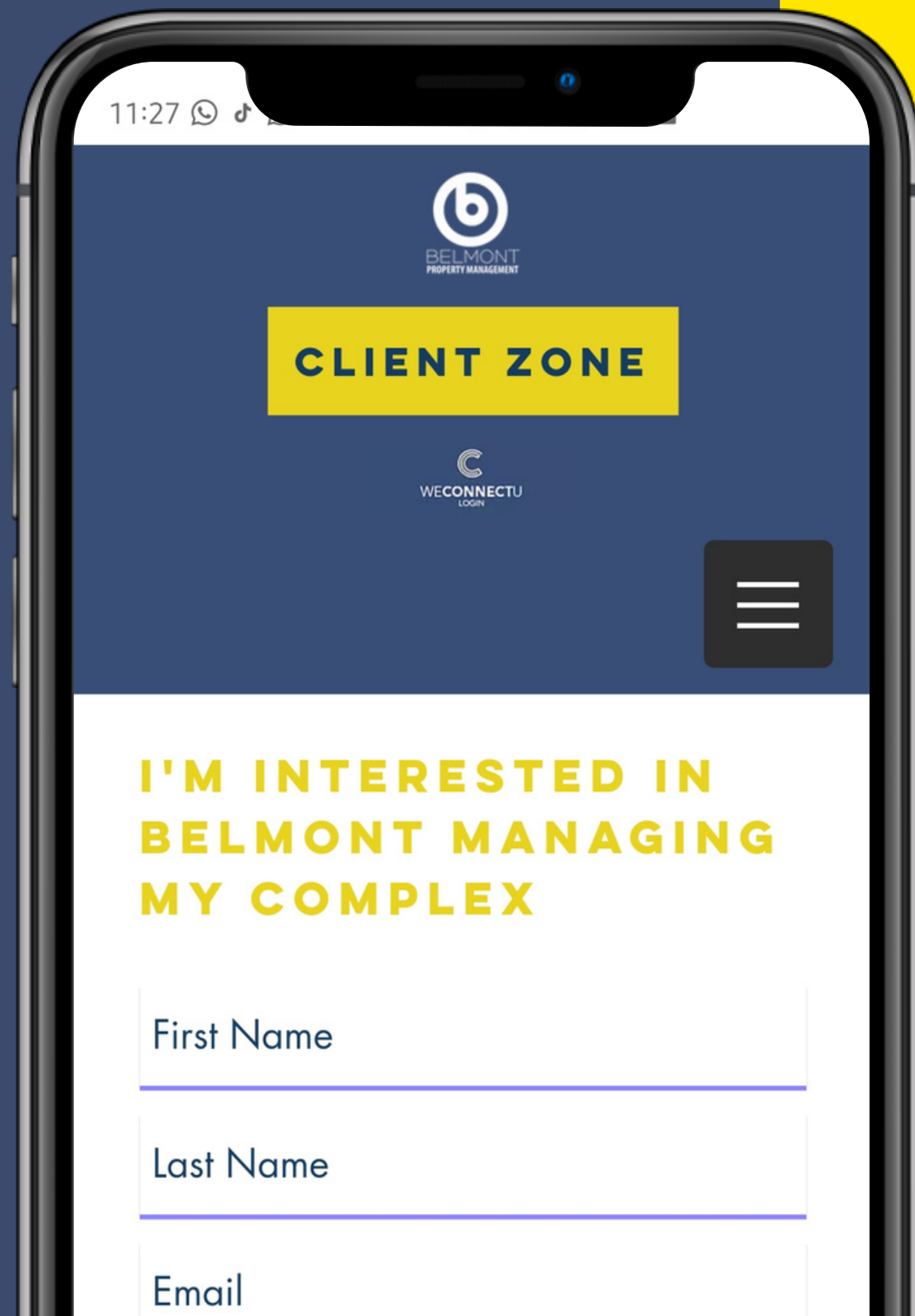
Stability



Support



Success



Contact Us

We'd love to talk about all things property management with you.



Phone Number

0861 111 683



Email Address

info@belmontgroup.co.za



Website

www.belmontgroup.co.za

Offices in Johannesburg, Cape Town and Benoni

**The best management
doesn't feel like
management.**



BELMONT
PROPERTY MANAGEMENT