



MANAGEMENT PROPOSAL

North Shore Property Group

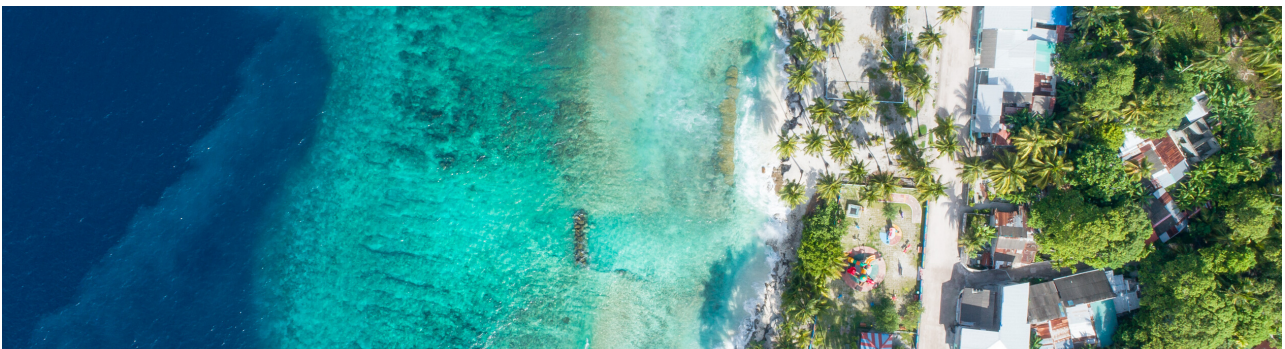


CONTACT US

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ABOUT US

North Shore Property Group (Pty) Ltd was founded in 2018 and boasts a wealth of prime property management & development experience. With our professional knowledge and fresh enthusiasm in property design, development and management North Shore Property Group offers a complete property management and development solution that ensures growth, return on investment and peace of mind. With experience in managing both residential and commercial properties. We ensure that your returns are maximized and ensuring you piece of mind by knowing your property is in good hands,



IMPRESSUM

Property Management

At North Shore Property Group, we offer a unique hands on approach to cost effectively operate, maintain and upgrade your tangible assets to ensure sustainability in your returns and long term value.

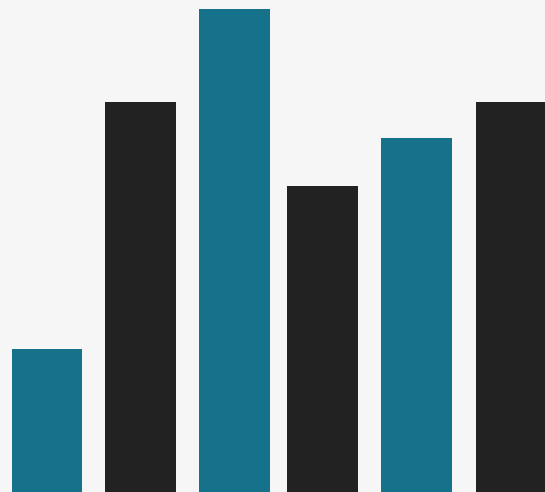


WHAT WE'RE AIMING TO DO FOR YOU

The complete property management solution

By having a dedicated property management team we can offer a high level of professionalism and a personalized service that meets your needs. We are able to provide services from our nearby office. North Shore Property Group provides 24 hour support, so whether we are onsite or off, our team is readily available to provide assistance. Our team focuses on providing building owners with timely communication, easy to understand financial statements as well as operating analysis and management.

With experience in managing both residential and commercial properties. We ensure that your returns are maximized and by knowing your property is in good hands, giving you peace of mind.



SERVICES OFFERED



Administrative Services

24 hour service and support
Repairs and Maintenance (Assess & Supervise)
Evaluate and recommend purchases of equipment, material and supplies required for regular maintenance
Provide an emergency service telephone number and immediate response to emergencies
Tenant placement, screening and leasing
Preparing property for rental
Maintain an up-to-date list of all tenants
Site inspections, reporting and follow-up
Hiring and supervising subcontractors, trades and site employees
Administration, communication and correspondence
Enforcement of declaration, bylaws, rules and regulations
Secure proper and adequate insurance if required
Provide statistical information required by Government and applicable Acts
Provide bonding of employees
Sending out notices to tenants
Management of grounds maintenance team including: Cleaning, landscaping, garbage removal, painting, and all repairs to the common elements

Financial Services

Monthly account statements provided by QuickBooks software
Prepare the annual operating and capital budgets
Fee Collection and Disbursements with detailed account of all transactions
Management of accounts receivable and accounts payable
Assist in annual audit by providing access to and explanation of all accounts
Provide administration and accounting for Security Deposits as required by Government regulation
Accounting Services
Financial Statements (monthly, yearly and preparation of annual budget)