

company info

Company name: _____

Trading name: _____

License number: _____

Primary contact first name: _____

Primary contact last name: _____

Primary contact email: _____

Primary contact phone: _____

Business address: _____

City: _____ State: _____

Postcode: _____ Country: _____

Postal address: _____

City: _____ State: _____

Postcode: _____ Country: _____

Supervisor first name: _____

Supervisor last name: _____

Supervisor email: _____

team

Number of team currently employed in property management: _____

Name of person who manages property management division: _____

Title: _____

Is this the Agency Principal? Yes/no

Do you have a Divisional Manager? Yes/no

Divisional Manager name: _____

Divisional Manager email address: _____

Is the Divisional Manager also the Property Manager? Yes/no

property management

Number of properties currently under management: _____

Average management fee: _____

Average weekly rent: _____

Number of years trading property management: _____

Current asset management value: _____

Current property management income: _____

Current expense amount: _____

Current profit percentage: _____

new trainees

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

First name: _____

Last name: _____

Email: _____

Job role: _____

Username: _____ Password: _____

job roles

meet and greet manager

- Greeting clients who visit the agency
- Caring for phone callers and directing them to the right team member
- Follow-up messages ensuring clients are taken care of

property management coordinator

- Supporting the Portfolio Manager undertaking all administrative tasks
- Learning skills, understanding clients, learning agency policies and procedures
- Preparing for Portfolio Management

leasing consultant

- Open for inspections
- Lessor feedback
- Prospective tenant follow-up
- Application processing
- Tenancy sign-up

management consultant

- Growth and development
- Management attaining and retaining
- Database and databank growth
- Lessor consulting and follow-thru
- Prospective lessor follow-up
- Market area research

portfolio manager

- Stockbroker of the real estate industry.
- Caring for clients (lessor and tenant)
- Caring for property
- Optimizing property growth
- Maximizing property return
- Market area research

client cheer leader

- Building and nurturing relationships
- Client follow-thru following meetings
- Client follow-thru following occupation and vacates
- Retention and growth of database
- Mediation and resolution of client

principal (business owner)

- Designing business
- Measuring, monitoring, managing, mentoring
- Efficiency, productivity and profitability

head of department

- Measuring, monitoring, managing, mentoring
- Efficiency, productivity and profitability
- Meeting targets and objectives