## Your Holistic Property Management Partners



Combining nineteen active years in the property industry with an equal measure of entrepreneurial business experience, Renee extends a high level of attentiveness, that is typically only found in 'owner-managed' businesses, to benefit all her clients.

E: renee@quartoma.co.za

T: +27 (0)84 666 6740

Renee
De Jager
BUSINESS

OWNER

Quarto is ready to provide you with all the day-to-day management that your property asset demands, plus the attention to detail and peace of mind you need!

T: +27 (0)12 252 4504 E: admin@quartoma.co.za

W: wayay ayartama sa za

'Do what you are best at and let others take care of the rest.'

Scott Heiferman









**QUARTO** 

MANAGING AGENT









# **OUR AIM**

## IS TO PROVIDE SUPERIOR SERVICE TO YOUR **BOARD OF TRUSTEES & BODY CORPORATE**

- Through our dedicated Portfolio Managers.
- By providing personal service.
- By addressing the bespoke needs of your Sectional Title Scheme.

# **OUR APPROACH**

## IS TO BUILD LASTING PARTNERSHIPS THROUGH HONESTY, RELIABILITY & HARD WORK

- Effective and continued communication is the cornerstone of all our partnerships.
- We offer a hands-on approach to managing Sectional Title Schemes.

## **OUR TEAM**

### IS EXPERIENCED, EFFECTIVE & ACCREDITED

- Our dynamic team is experienced in managing Sectional Title Schemes.
- Our skillset also extends to the effective management of maintenance, leasing and selling of properties.
- Quarto is therefore a holistic partner, capable of managing the full lifecycle of your asset.
- We are registered with the National Association of Managing Agents (NAMA) as well as the Estate Agency Affairs Board of South Africa (EAAB).

# **OUR SERVICES**

#### ADMINISTRATION - Financial / Rules / Insurance Related

- · Monthly distribution of levy statements to units.
- Collection and allocation of levies due to the Body Corporate per unit.
- Assist the Board of Trustees with bank account and financial management
- Payment of accounts payable by Body Corporate.
- · Maintaining accounting record in terms of general accounting practice and policies. Prepare monthly financial statements for the
- Board of Trustees.
- Arrange the annual financial audit with the relevant External Auditor.
- Submit Audited Financial Statements to Board of Trustees and Body Corporate.

- Prepare and present the annual budget and suggested levy increase to the Board of Trustees.
- Tax registration and administration on behalf of the Body Corporate.
- Assist Trustees with updating rules of the Sectional Title Scheme, plus registration of the Conduct Rules at the Deeds Office.
- Distribute notices to owners and tenants regarding rules.
- Execute specific instruction of the Board of Trustees in transgression of said rules.
- Administration of insurance claims on behalf of the Body Corporate.





### **MEETINGS & SECRETARIAL DUTIES**

- Arrange and attend Annual General Meeting.
- Compile and distribute minutes of the meeting to Body Corporate.
- Attend 4 (four) Trustees meetings per year; compile & distribute minutes to Board of Trustees.
- Store minutes & attendance register as prescribed by the Act, sectional title plans, house rules, insurance policies & any other relevant documents.
- Prepare & send out letters & documents as instructed by the Trustees.

#### **MAINTENANCE**

- · Provide advice to the Board of Trustees on maintenance and repairs of the Complex and common property.
- Recommend suitable contractors.
- Negotiate with professional persons, firms, or other organisations on behalf of the Trustees, for the drawing up of specifications for pertaining maintenance and repair contracts.



#### INSPECTIONS - Insurance / Maintenance Related

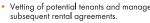
- Assist with the determination of replacement value on the building or units.
- Assist with the re-evaluations on the building or units as and when required or requested

• Utilise our real estate expertise and vast

network of buvers to secure your sale.

- Assist with the determination of maintenance requirements.
- · Oversee, monitor and report on work done by third party contractors.







We look forward to discussing the value we can offer YOU!

**SALES & RENTALS** 

T: +27 (0)12 252 4504 E: admin@guartoma.co.za W: www.guartoma.co.za