

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.

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**Renee
De Jager**

BUSINESS
OWNER



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

Scott Heiferman

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 : www.quartoma.co.za



QUARTO MANAGING AGENT
IS REGISTERED WITH:

NATIONAL ASSOCIATION
OF MANAGING AGENTS
SHAPING OUR PROFESSION



Your Holistic Property Management Partners



QUARTO



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



SALES & RENTALS

- Utilise our real estate expertise and vast network of buyers to secure your sale.
- Vetting of potential tenants and manage subsequent rental agreements.

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

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