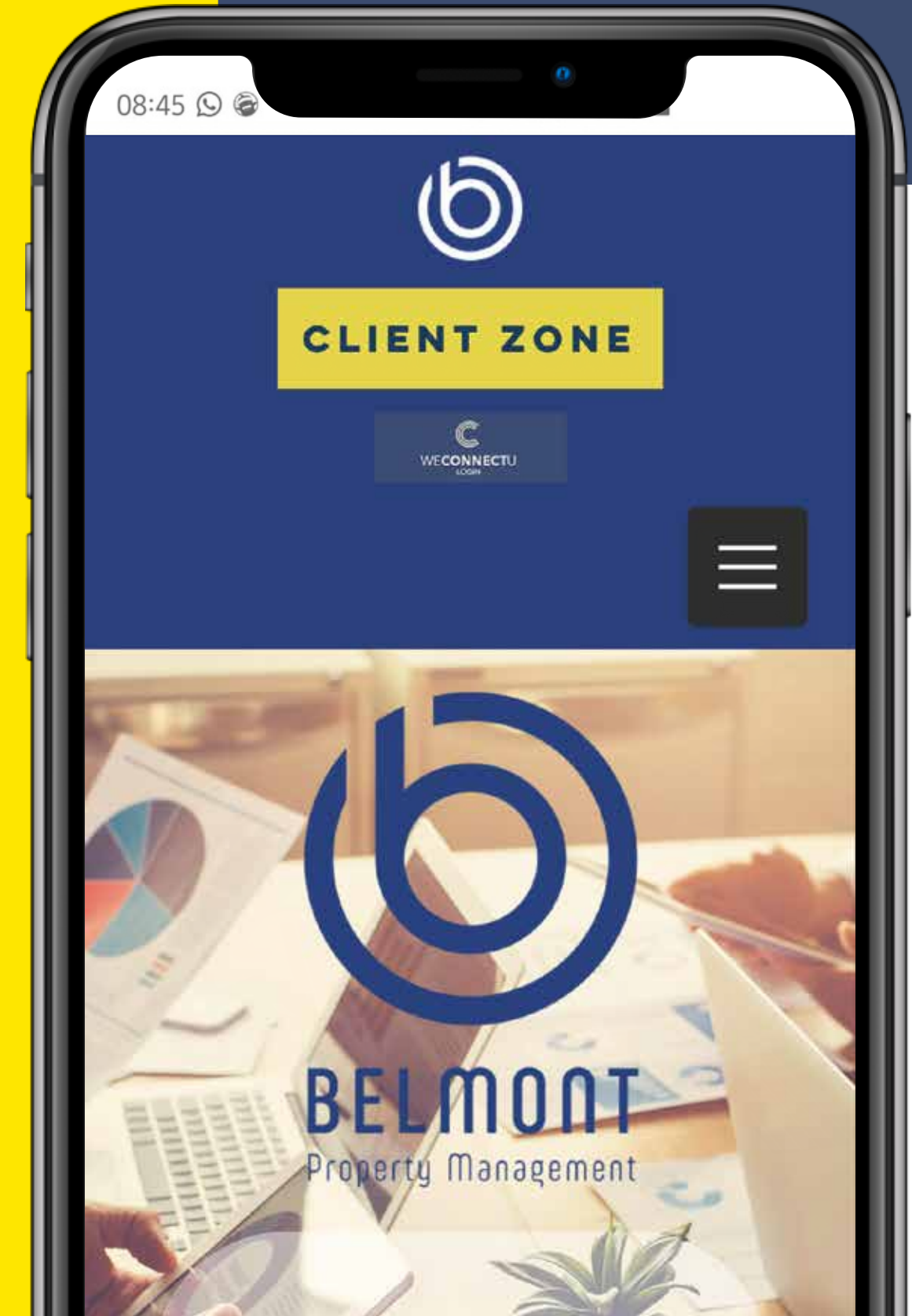


BELMONT PROPERTY MANAGEMENT

# Property Management Proposal

→ Effective, efficient scheme  
management





**BELMONT**  
Property 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.



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



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Property Management

**Good  
teams  
matter**





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Property Management



# The Management Team



**Grant Smee**

Managing Director



**Faye Smee**

Portfolio Manager – Cape Town



**Arno Liebenberg**

Portfolio Manager – JHB



**Ashley Liebenberg**  
Financial Manager



**Aneesa Loots**  
Financial Controller



**Mishal Ropafadzo**  
Financial Controller



**Alexandra Ribeiro**  
Project Co-Ordinator



**Jenny Smee**  
Portfolio Administrator



**Tania Hattingh**  
Portfolio Assistant



# Successful Property Management



**Stability**



**Support**



**Success**



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Property Management



# 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 and Cape Town**

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



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