

COMPANY PROFILE

SECTIONAL TITLE MANAGEMENT, RENTALS, SALES AND COMMERCIALS



Clearwater Office Park Building 3
Millennium Boulevard
Strubens Valley 1724

INTEGRITY • PROFESSIONALISM • PRODUCTIVITY • PERSEVERANCE • INNOVATION



Earth zone properties



@Earthzoneproperties



@Earthzoneprop

About Our Company



Welcome to our real estate agency, located in Gauteng, South Africa. We are a team of dedicated professionals, with a specialisation in sectional title management, rentals, sales, and commercial properties.

We've been in business for 20+ years, and have had valid FFC certificate for the entire period.

Our agency understands that sectional title management is a complex and highly specialised field, and that's why we are committed to providing the best possible services to our clients.

We understand that owning a sectional title property comes with unique challenges, and our team is well-equipped to handle all aspects of managing your property.

From maintenance and repairs to insurance and financial management, our team has the expertise to ensure that your property is well-maintained and profitable.



We also provide rental and sales services for all type of properties, helping owners maximise their return on investment. Our team works tirelessly to ensure that your property is marketed effectively, and that you receive the best possible rental income or sales price.

For commercial property owners, we offer a range of services, including property management, leasing, and sales.

Our team has a deep understanding of the Gauteng commercial property market, and we leverage this knowledge to provide expert advice and guidance to our clients.

At our agency, we are committed to providing exceptional service, and we believe that our success is based on the success of our clients.

Contact us today to learn more about how we can help you with your sectional title management, rental, sales, or commercial property needs.



Director



VICKIE LOUW

"The one thing about life that is certain, is change and challenges. There is always a way and an option, never give up, show perseverance and wanderlust, success is always possible!"

OUR MISSION

Integrity , Professionalism, Productivity Perseverance, Innovation

The staff at Earth Zone Properties are committed to conducting their business within these fundamental company values. This is our professional approach but we are more than just a business. We, at Earth Zone Properties, see ourselves as a close-knit family and we take care of one another and our clients in this way.

We work together as a team!

Divisions



Management Proposal



01 MANAGEMENT
Portfolio Management of Sectional title schemes and HOA'S. We manage more than 124 complexes in the area.

02 RENTALS
Effective management of rental properties.
We manage a book of 350 rental properties.

03 SALES
Selling and Buying of Real Estate.

04 COMMERCIALS
Renting for commercial bus & management sales and rentals of commercial properties.

Sectional Title Management

Earth Zone Properties has extensive experience in managing new schemes from developers. We have extensive knowledge on procedures of forming a body corporate, setting up service providers, snag lists, guarantees from developer and compiling of budgets.

Duties

- Attending to any emergency maintenance i.e.: burst geyser, plumbing, fence, gate & electrical.
- Obtaining of quotes requested by the
- Trustees Payments of monthly accounts i.e.: gardens, security, COJ, readings.
- Daily payments of invoices submitted, 2 x approvals required.
- Request & follow-up on readings to prepare for levy run.
- Capturing of levies + any additional charges i.e.: insurance excess, maintenance, legal fees, warning letters & reminder fees.
- Sending out of levies by not later than the 25th
- Attending to e-mails on any queries on the levies.
- Reminder letters sent out on the 8th of the month to all owners in arrears.
- Follow up on the 13th on arrears payments.
- Preparing of the financial pack for the Trustees:
 - Monthly trial balance
 - Cash book
 - Age Analysis
 - Budget versus actual
- Update on units handed over for legal action.
- Hand-over of arrears to attorneys
- Submitting of insurance claims.
- Advising trustees & owners on what is covered by insurance, what maintenance is for owner's account.
- Submit the financial documents to the Auditors at year end for them to prepare the audited Financial statements.
- Once we receive the draft financials, our Director prepares a proposed budget for the trustees' perusal.
- Assist the Chairman with the trustees report. Compile all documents for the AGM.
- Send notice of AGM to all owners. Ensure we have a quorum for the AGM. Facilitate the AGM.
- Minutes of meeting distributed after the AGM.
- Arranging and attending Trustees meetings. Minutes of Trustees meeting to be typed and kept on record.
- New complex: Assist the developer with budget and documents needed when complex is registered.
- Arranging refuse bins before occupation. Attend the handover to owners from developer, giving owners a welcome pack which includes the basic conduct rules which is binding until the owners/trustees compile specific rules for the complex.
- Arranging the Inaugural meeting. Facilitate the Trustees meeting.
- Assist with the common area snag list.
- Appoint consultant to open the COJ water, electricity & sewerage bill.
- Opening of a bank account in the name of the BC.



Our Sectional Title Management team



KOKETSO MMOPE
DIVISION/PORTFOLIO
MANAGER



DIANNE HILL
PORTFOLIO MANAGER



THANDO MOLEFE
PORTFOLIO ASSISTANT



NIGEL ROMAN
PORTFOLIO MANAGER



LELANE PRETORIUS
PORTFOLIO MANAGER



ALLYSTAR HEYNES
PORTFOLIO MANAGER

Sectional Title Management Fees- on request.

Marketing



MARKETING PLATFORMS:

- Earth Zone Properties Website
- Facebook Pages and Groups
- Instagram
- LinkedIn
- Property 24
- Private Property
- S.A Home Loans

"You can never go wrong by investing in the communities and the human beings within them"

Thank you



We Pride ourselves on our maintenance, turn around time, and collection ratio on levies.



011 -679-4077 (JHB)

012-880-4077 (PTA)



info@earthzone.co.za



www.earthzone.co.za



A POEM

Sectional title management, oh so fine, organizing property, one piece at a time,
ensuring rules and regulations are met,
Owners can relax, with no need to fret.
Managing finances and taking care,

Of the building and grounds, everywhere,
Communication is key, with all parties involved, ensuring everyone's interests are duly
resolved. So let us handle your sectional title with care,
We'll make sure everything's in order, beyond compare, With our expertise and attention
to detail,
Living in your property will be a joy to unveil.