



Team Group

Real Estate

Registered with:



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

Elected as Executive Managing Agent by:



EXECUTIVE MANAGING AGENTS

Established in 2011, Team Group Real estate (Pty) Ltd is a leading property management company, specializing in the management of Sectional Title Schemes, Homeowner's Association, Commercial Management, Letting and Property Sales.

We are especially proud to be recognized as one of only two Property Management companies that have been elected on the panel of CSOS in KwaZulu Natal as approved Executive Managing Agent.

Team Group Real Estate is a systems-driven company with the most technologically advanced system operations and programmes, specifically tailored and developed for the property industry. Every facet of our business is driven through fully automated, custom-designed systems, which have been implemented to ensure that all processes run seamlessly and without a hitch.

TEAM GROUP REAL ESTATE SERVICES

Since 2011, we have been offering comprehensive services to our clients, thus adding value to their investments.

Each Scheme is managed by a reliable team with excellent knowledge of property management and keeps full and proper books of accounts and records, as well as advise on complying with the Sectional Titles Schemes Management Act and the Sectional Titles Act and annual preparation of Financial Statements.

Ultimately, the Managing Agent takes instructions from the Trustees and responsibility to ensure that the Scheme is managed in an effective and compliant manner.

Additional services include, but not limited to:

- Annual budgets.
- Compiling and distributing detailed monthly management accounts.
- Payment of suppliers on approval.
- Assistance with Levy Clearance Certificates.
- We are registered with all the required statutory bodies.
- Assistance in arranging the AGM and SGM's.
- Attending and minuting AGM's, SGM's & Trustee / Director Meetings.
- Assistance with obtaining and annually renewing Fidelity Insurance and insurance over the common property.
- Arranging payment of salaries, UIF, PAYE and other employee related costs as well as the distribution of pay slips.
- Collection of levies and advice on managing arrears.
- Delivery of monthly levy statements.
- Advise on enforcing Conduct Rules and Management Rules.
- Sending of letters on behalf of Trustees / Directors.
- Assisting Schemes in complying with statutory requirements.
- Assistance on complying with the Community Schemes Ombud Service Act.

- Meter Readings (where applicable).
- Quarterly and annual building inspections.
- Building insurance for the scheme.
- Household and content insurance for owners and tenants.
- Obtain quotations for required work.
- Dispatch of contractors as required twenty-four hours, seven days a week.

FINANCIAL MANAGEMENT

We open a trust bank account for each Body Corporate (we are registered with the Estate Agency Affairs Board, our trust funds are therefore covered through our Fidelity Fund Certificate)

We manage the trust fund account on behalf of the Scheme and through our online facility. Trustees have 24-hour internet access to view daily activity on the account. Surplus funds may be placed in investment accounts to maximize interest earnings.

We attend to the payment of all authorized disbursements, including municipal accounts, creditors and suppliers, salaries and wages, PAYE, UIF and COIDA where applicable and registered. All payments are pre-approved by the Trustees. We prepare and distribute the monthly levy statements to owners and tenants.

Administration of all income and levy payments on behalf of the Body Corporate, via a registered debt collector, we follow through on arrears of all levy payments and manage legal collections procedures where necessary. As part of compliance with new legislation Team Group Real Estate may arrange the Fidelity Fund cover of the Scheme. This cover insures against loss due to fraud, inter alia of all those involved with the handling of Scheme funds.

ADMINISTRATION

We provide a unique website, which allows owners and residents online access to management information, including real time levy statements, minutes of meetings, scheme rules, plans and contact details.

We provide an electricity/water meter reading service on request.

We provide guidance where necessary on governance and applicable legislation.

Complete, submit and maintain statutory documentation.

Submit annual documents and facilitates lodgement of amendments to the Conduct Rules at CSOS.

We provide guidance and advice on the enforcement of the Conduct and Management Rules. We prepare and issue clearance certificates for change of ownership when a unit is sold.



INSURANCE

We arrange and manage insurance of the common property buildings and improvements for the Body Corporate.

We submit and manage insurance claims with the appointed insurance company of the Scheme.

We assist the Trustees with maintenance issues on the common property, obtaining quotes where required, for approval by the Trustees.

ACCOUNTING FUNCTIONS

We assist the Trustees in preparing an annual budget of income and expenditure for approval by the Body Corporate at the annual general meeting. We assist in the determination of proposed monthly contributions (levies).

We prepare and submit monthly financial reports, including performance to budget, balance sheet, levy roll, customer age analysis, credit control reports, investment account statement and bank statement(s).

We prepare the monthly levy roll, disbursements statement and summary of expenses.

We prepare the annual audit file. We arrange the annual audit with the appointed auditor and submit audited statements to the Body Corporate. We complete and submit the applicable statutory returns.

SECRETARIAL FUNCTIONS

We assist in arranging the annual general meeting and any special general meetings prepare and distribute notices of the meetings and all relevant documentation to the Body Corporate. We prepare agendas and attend to all proxies, nominations, and attendance registers. We attend the annual general meeting and any special general meetings and take the minutes and circulate such to all concerned. Team Group Real Estate provides guidance to Trustees on all aspects of the Second Title Schemes Management Act and all procedural matters relating to meetings, notices, special meetings, quorums, resolution, voting, proxies, etc. We arrange and attend Trustee meetings where required and submit minutes, subject to the condition of our SLA.

BUDGET AND CONTRIBUTIONS

At the end of each financial year, the Trustees prepare the Scheme budget for the new financial year. Should they employ the service of a Managing Agent, the Managing Agent may prepare the budget for their discussion and approval.

The budget is presented to the owners at the Scheme's annual general meeting.

Owners are required to approve the budget at the meeting and any objections / additions / inclusions are discussed and voted on.

The amount necessary to fund all items on the budget is then apportioned monthly to each owner. The costs are divided between each unit, dependent on the unit's PQ, to determine each owner's share of the total expenses. This amount is then collected monthly in advance from each owner, in the form of a monthly contributions

It is a requirement by the new Act that all Schemes obtain implement and budget for a Maintenance repair and replacement (MR&R) plan (10-year Plan)

LETTING AND PROPERTY SALES

Team Group Real Estate offers an Estate Agency (property management) service to all managed buildings for rentals and sales for residential and commercial properties.

