**Agent Direct**

At **Agent Direct**, our vision is to establish ourselves as a **leading property administrator for sectional title schemes and homeowners’ associations**in Gauteng. We aim to provide comprehensive services that ensure compliance with the Sectional Titles Schemes Management/Companies Act, offering you peace of mind.

**Our Services**

Our **dedicated and professional team** is here to cater to your specific needs with a range of services, including:

* **Personalized Levy Account Management**: We meticulously manage your levy accounts, ensuring transparency and efficient financial management.
* **Accounting Services**: Our experienced team handles all aspects of accounting, including bookkeeping, financial reporting, and budgeting, ensuring the financial health of your scheme or association. Board members can access the financial records for their complex online at any time.
* **Maintenance Coordination**: We take charge of maintenance-related matters, such as coordinating repairs, managing contractors, and ensuring timely completion of tasks.
* **Processing of Insurance Claims**: In the unfortunate event of an insurance claim, our team will guide you through the claims process efficiently, ensuring prompt resolution and appropriate compensation.
* **Meeting Coordination and Minute Taking**: We arrange and attend trustee/director meetings, as well as annual general meetings, providing professional minute-taking services to maintain accurate records of important decisions and discussions.
* **Customized Service Levels**: We provide flexibility for our clients to choose the service level that aligns with their needs, ensuring a personalized approach to property administration.

**Our Approach**

Our team prides itself on being warm, friendly, and approachable. We operate with an "open-door" policy, readily available and accessible to both board members and owners. We encourage you to visit our offices at any time to meet our team and experience our commitment to **exceptional property administration**.

**Sales and Rentals**

In addition to our property administration services, Agent Direct also offers **sales and rental services**, providing you with a comprehensive solution for all your property needs.

**Our Commitment**

At Agent Direct, we are dedicated to delivering property administration as it should be – **reliable, efficient, and tailored** to meet your specific requirements. We invite you to explore the benefits of partnering with us and experience the exemplary service we offer.