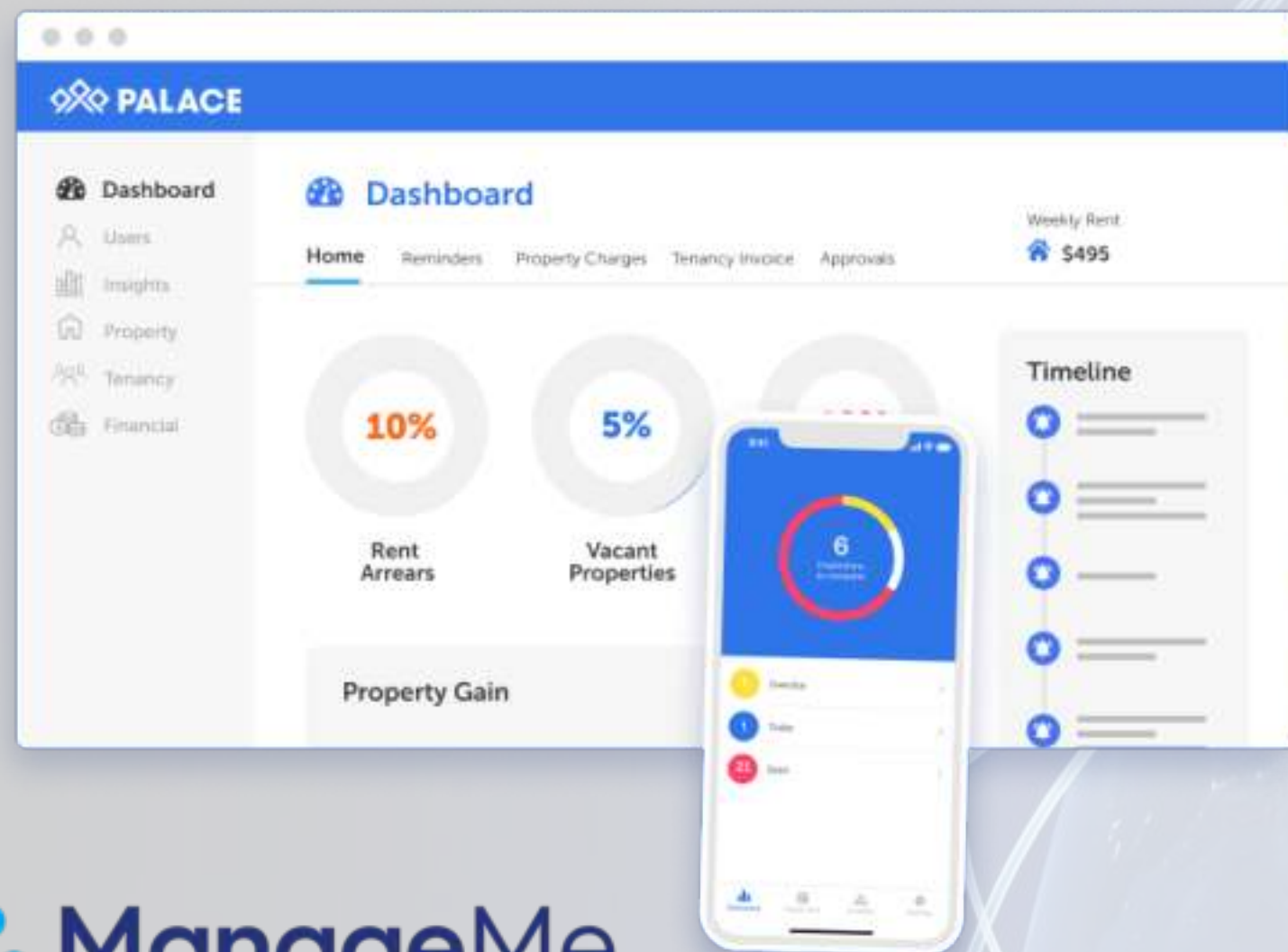


# NEED AN EXPERT? DELEGATE YOUR ADMIN

## TIPS FOR PROPERTY MANAGEMENT



# Play to your strengths, Delegate to the experts!

## Want your time back?

Delegating your admin means you can outsource your daily tasks to local or offshore experts!

Most of us don't have time to train or handhold someone new, but **ManageMe** staff are proficient with most AUS/NZ trust accounting systems, as well as being Xero certified, creating a seamless "plug-and-play" service for your property management business





# Admin Automation

Your trust admin software probably features some basic automation to support:

- arrears notifications
- invoice follow up
- matching rent funds and bills

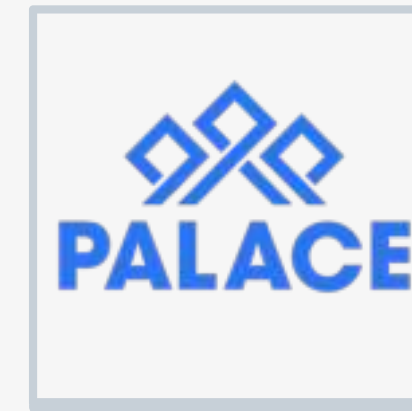
Additional apps can integrate, and:

- pre-fill leases and renewals
- follow up on your work orders
- produce reports

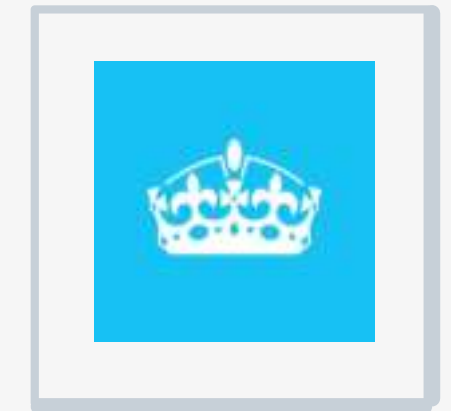
**But what if you could delegate much more?**



propertytree.com



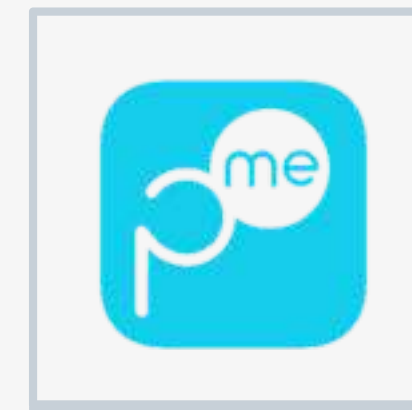
getpalace.com



tnancy.co.nz



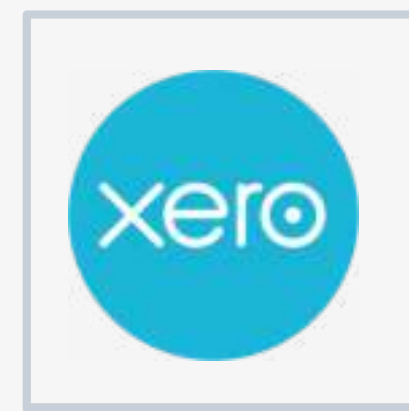
tapihq.com



propertyme.com



tenancytracker.co.nz



xero.com



mmgr.co.nz



console.com.

# Admin Delegation

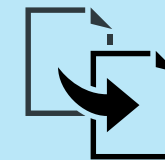
Delegating your admin, allows you to outsource each task to an expert locally, or offshore!

Save your energy, and spend more time with your customers, by leaving the monotonous tasks with a team who already understand your procedures, and can handle the job with skill.

**Here are some things you can delegate,  
and it's easier than you may think!**



ACCOUNTS, DAILY RECEIPTING  
& BOOKKEEPING



WATER RATES MANAGEMENT



TRUST AUDIT, COMPLIANCE  
& HEALTHY HOMES SUPPORT



LEASE RENEWALS &  
INSPECTION SCHEDULING



APPRAISALS & RENT REVIEWS

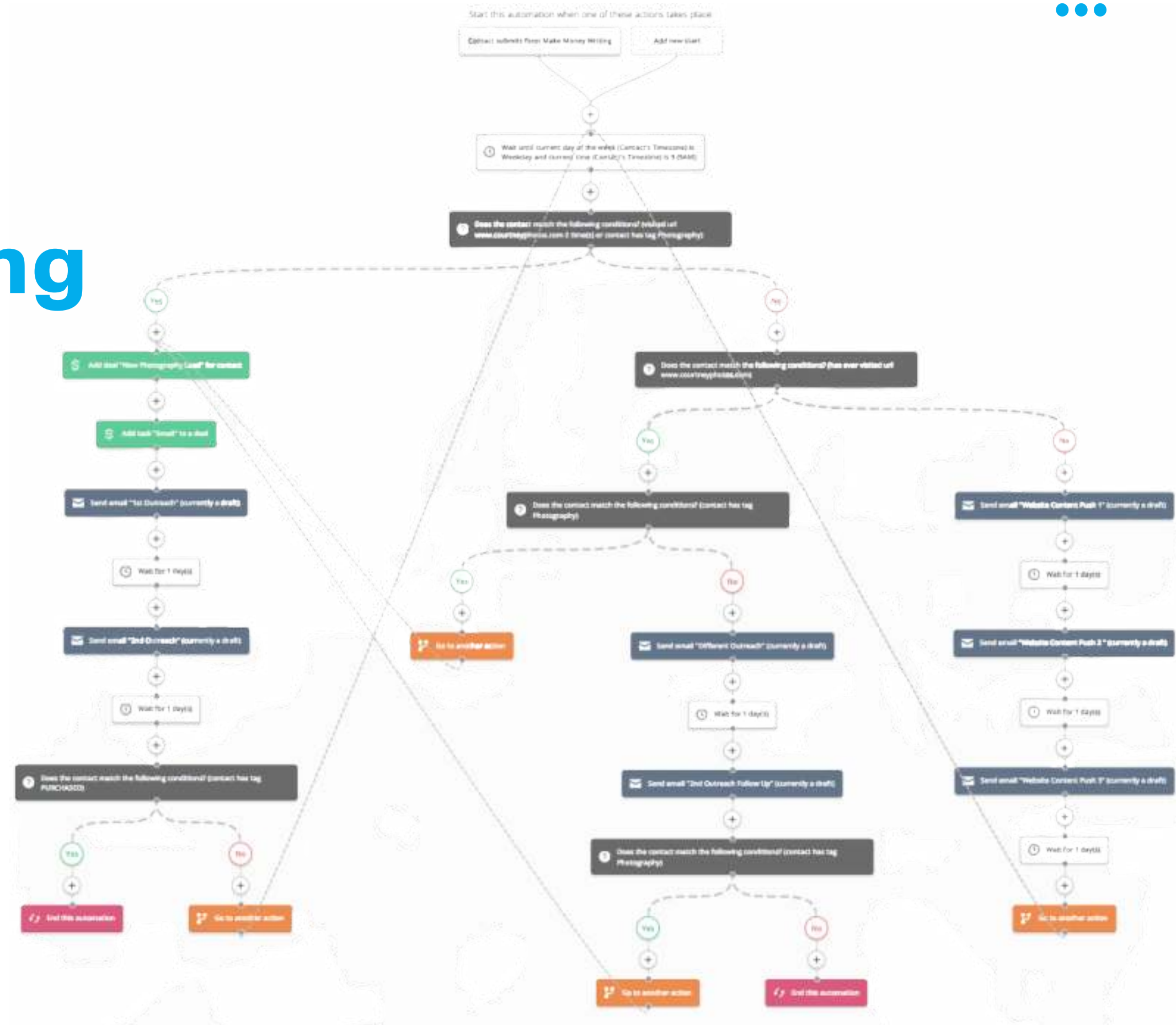


MARKETING & SOCIAL MEDIA  
MANAGEMENT

# Sales & Marketing Automation

The key to getting your automation on point is by mapping out exactly the journey you expect your prospects and customers to experience and check your current setup has the capacity for it.

You will need a decent CRM like Activecampaign, Salesforce, Vault, or Hubspot to truly automate your marketing and sales experience.





# Sales & Marketing Delegation

ManageMe offers local or offshore customer service and sales support, marketing plus social media management without the commitment of a full-time staff member.

Sales support staff can manage your sales pipelines, templated communications, and customer service needs, as well as create regular content across all your social platforms and databases.

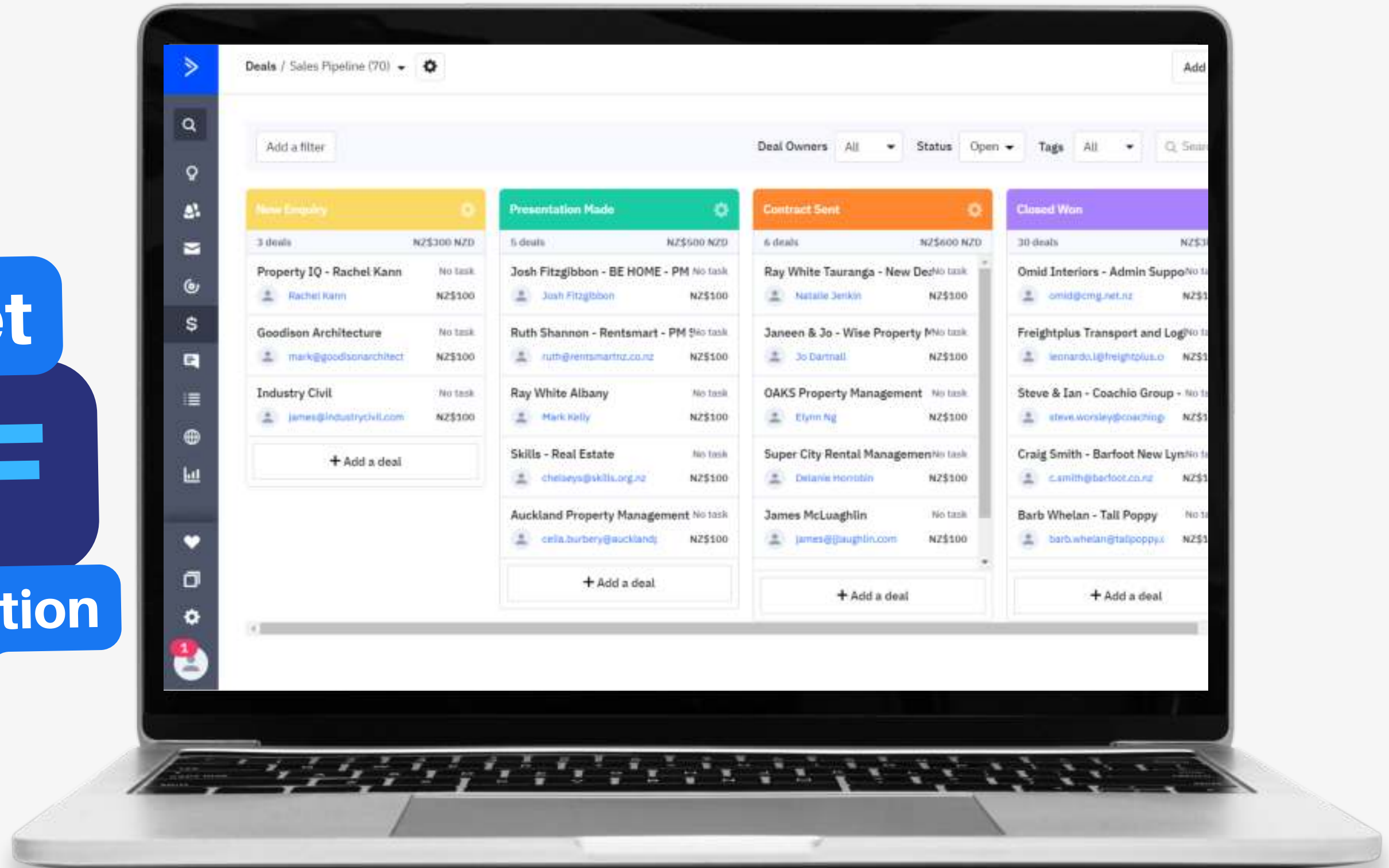




Talk to us to get

10% OFF

your monthly subscription  
with ManageMe



ActiveCampaign >  
Partner

Active Campaign is a powerful CRM, that  
automates your customer & prospect journeys!



# Bookkeeping Delegation

There's already so much to do, and if you're growing your business, you know that you will need someone you can trust to manage the daily transactions.

Virtual bookkeeping saves you a world of hassle and makes a convenient and cost-effective solution to managing your everyday accounts.





**xero**

**FREE  
XERO AUDIT\***

**Check your account  
setup, postings, coding  
& automations**





## Why Automate?

Automation helps solve some time-consuming tasks and relieves a small amount of processing. It can also help you nurture new business.

## Why Delegate?

Delegating to experts helps your business run more efficiently and creates a capacity to manage more business.

- ✓ You want to scale your business & manage more properties
- ✓ You want to streamline & automate as much as possible
- ✓ Following up invoices & payments efficiently
- ✓ Processing water rates
- ✓ Getting feedback, reviews and referrals
- ✓ Accounts & Billing managed effectively with accurate reporting
- ✓ Staff under pressure and could use support
- ✓ Xero & Bookkeeping Management simplified
- ✓ You can use a hand, but don't need someone full-time.
- ✓ You want greater insight to your portfolios performance



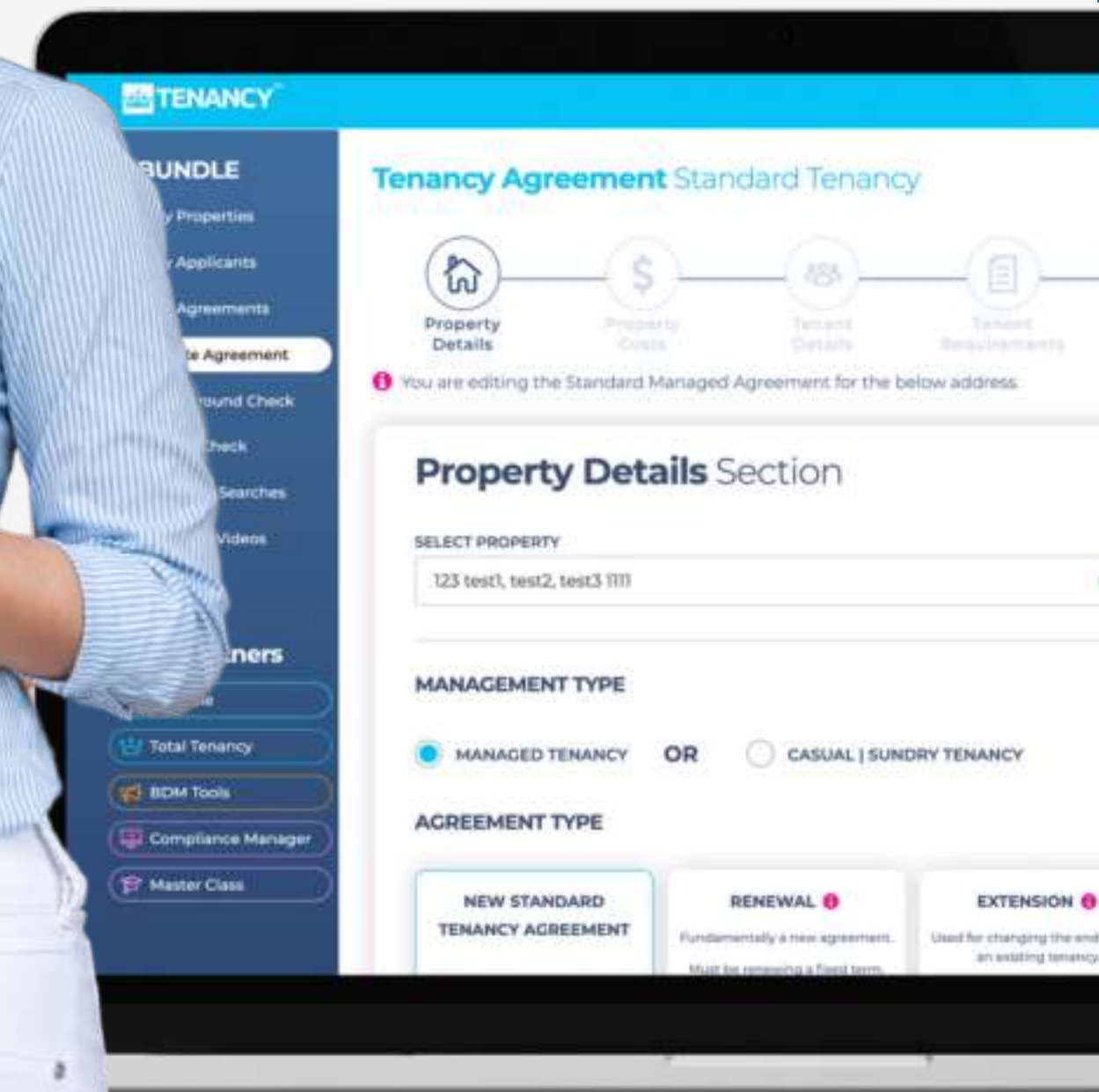


**Get professional admin  
support from only**

# Get Support

**\$350** <sup>+ gst</sup>  
per week

- ✓ Daily Receipting & Reconciling
- ✓ Water Rates Processing
- ✓ Lease Renewals
- ✓ Maintenance Support
- ✓ System Audit & Reports
- ✓ Marketing & Social Media







# Contact Us

For more information

## Phone Number

0800 66 88 42

## Email Address

info@manageme.co.nz

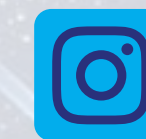
## Website

www.manageme.co.nz



Facebook

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Instagram

[www.instagram.com/manage\\_me\\_nz](http://www.instagram.com/manage_me_nz)



Twitter

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