



ATTLEE AGENCY

Property Management Specialists



**PROPERTY
MANAGEMENT SPECIALIST
COMPANY PROFILE**

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FROM HUMBLE BEGINNINGS OVER 40 YEARS AGO

- Attlee was established 45 years ago – 1980
- First complex taken on was Chartwell Centre in Umhlanga (still a client of Attlee)
- Client base of 400 sectional schemes
- Total asset value under Attlee management exceeds R20 billion rand
- Total individual sections / households exceeds 14 000



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ABOUT OUR COMPANY

ATTLEE AGENCY is a professional managing agent, registered with **NAMA, the PPRA, VOASA and FICA**. We have PI cover and are also registered with the Council for Debt Collectors. These registrations ensure that we provide a professional standard of service delivery.

We specialize in the management and administration of homeowner associations, multi-tiered sectional titles schemes, mixed schemes and other entities which embrace the lifestyle demanded by gated communities.



ADMINISTRATION SERVICES PROVIDED

- Operate a current/savings account with a bank, exclusively in the name of the **Body Corporate**;
- Arrange for the insurance of the buildings and improvements, together with any other insurance the Body Corporate may require;
- Manage insurance claims on behalf of the Body Corporate in respect of the common property;
- Assist and advise the Board of Trustees on the enforcement of the rules adopted by the Body Corporate, on specific instructions by the Body Corporate;



SECRETARIAL SERVICES PROVIDED

- Arrange the Annual General Meeting and, by arrangement, meetings of the Board of Trustees;
- Store minute books, attendance registers, register of bondholders, sectional plans, rules, house rules, insurance policies and all other permanent records of the Body Corporate;
- Assist and advise the Board of Trustees on procedural matters such as general meetings, special general meetings, quorums, proxies, voting rights, etc.;
- Attend to proxy nominations, agendas, etc.;
- Prepare and dispatch notices as required by the Act and the Schedule 1 rules of the Body Corporate.
- Ensure that the BC complies with all CSOS requirements.
- Ensure that the BC complies with all POPIA requirements.



FINANCIAL SERVICES PROVIDED

- Assist the Board of Trustees with the preparation of the annual estimate of income and expenditure for submission to the Body Corporate for approval and determination of levies;
- Review the estimate of expenditure monthly;
- Maintain full records of the administration, including proper books of account, in terms of normal accounting principles;
- Prepare monthly income and expenditure accounts and balance sheet, together with arrears' report, for submission to the Board of Trustees;



FINANCIAL SERVICES PROVIDED

- Prepare annual financial statements and arrange audit of same by an auditor nominated by the Body Corporate;
- Collect levies and/or any other income due to the Body Corporate as advised by the Trustees and the deposit of all such receipts into the Body Corporate bank account;
- Exercise reasonable credit control, being the work involved in the collection of arrears up to the point of commencement of litigation;
- Verify and pay, from available funds, all accounts payable by the Body Corporate;
- Pay salaries, wages, Unemployment Insurance Fund and Workmen's Compensation, PAYE and Regional Services levies, etc.



MAINTENANCE SERVICES PROVIDED

- Source, co-ordinate and communicate with all contractors /service providers dealing with any matters relating to the common property. (inclusive of gardens, security and general maintenance matters).
- Supply the trustees with quotes from contractors / service providers relating to any common property related matters. (inclusive of gardens, security and general maintenance matters).
- Provide the Body Corporate with the services of a building inspector / roaming supervisor



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EXECUTIVE MANAGING AGENT SERVICES PROVIDED

- Attlee offers the services of Executive Managing Agents in accordance with PMR 28 of the Sectional Titles Schemes Management Act of 2011.
- These services are essentially for schemes that do not have a board of trustees managing the scheme.
- Attlee Agency is currently the EMA to 15 schemes.
- For more details on this service you are welcome to email Steve Pool at [**stevep@attlee.co.za**](mailto:stevep@attlee.co.za)



ACCREDITATIONS AND AFFILIATIONS

- Registered with the Property Practitioners Regulatory Authority (PPRA).
- Registered member of National Association of Managing Agents (NAMA).
- Registered with Financial Intelligence Centre (FIC).
- Registered with Vacation Ownership Association of Southern Africa (VOASA).
- Member of the Council of Debt Collectors.
- Affiliated to MGD attorneys – Umhlanga.

ACCOUNTING PACKAGES OFFERED

Attlee Agency offers its clients the choice of two accounting packages to suit their requirements:

Cloud based accounting platform offering clients the ability to remotely access levy statements, scheme rules, scheme correspondence, scheme financials, scheme sectional plans.

A popular accounting software package used by businesses for financial management and bookkeeping purposes. It offers features such as invoicing, inventory management, payroll processing, and financial reporting.





Contact Details



VISIT US ONLINE

www.attleeagency.co.za



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GIVE US A CALL

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BRANCHES/OFFICES



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