

# A

## 24 / 7 ONLINE PMHQ PORTAL ACCESS

Tip of the  
Month



Just a quick reminder that you can access all of your Investment Property Data on line with our secure 24/7 on line portal on our website, [www.pmhq.com.au](http://www.pmhq.com.au)

# P

We can issue you with a secure access code and password that you change for your security and peace of mind to enable access to your investment property information from a laptop, mobile device or smart phone.

# r

This could come in handy soon, in the preparation for your 2015 - 2016 Income Tax Return, which is only about 8 weeks away. By accessing our online portal you can view and download your latest and past rental statements and copies of documentation relating to your property.

# i

If you would like to access this and need instructions and code access please email [kelley@pmhq.com.au](mailto:kelley@pmhq.com.au) to arrange this for you promptly.

# I

## WHEN IS YOUR STATEMENT ISSUED?



Sometimes we are asked at what stage of the month your rental statement will be issued. The answer is:-

We account to you by transferring all funds held by us on your behalf to your nominated bank account twice per month, being on the 15<sup>th</sup> day of each month, and the last business day of each month. If these dates fall on a weekend this is completed on the Friday before the weekend.

# 2

We will email your rent statement to you & attach copies of any invoices paid on your behalf, and our monthly PMHQ investor newsletter on the last day of each month.

# 0

The emailing of statements negates the time you have to wait to get your rent statement due to extended Australia Post postage times and is appreciated by your accountant who these days does not commonly store or process your records in paper format.

# 1

Emailed rental statements and invoices are an accepted business practice these days and assists in reducing your accountancy costs where you are not paying for your accountant to scan paper based documentation to their records that they hold for you.

# 6

Our rental statements are detailed and show all income, expenditure and the tenants paid from and paid to dates including any additional or above rent level amounts that the tenant pays. Any monies that your tenant pays above the rental amount will show as a credit on your statement and will be credited to your bank account.

## AWARDS NIGHT NEWS

On 7<sup>th</sup> April 2016 we attended the LPMA awards night and unfortunately we were not the winners, but we are still very proud to reach top 5 in Australia, in 3 categories... see our awards from the night.



Haley & Kelley



## MOTHERS DAY FACEBOOK COMPETITION

<https://www.facebook.com/propmanhq/>

It's almost Mother's Day, wouldn't it be beautiful to have \$100 Worth of flowers delivered to your special someone?

Enter & WIN our competition & this could be you... It's simple:

Step 1: LIKE our Facebook page

Step 2: COMMENT in 25 words or less why you would like to win

Step 3: SHARE the Facebook post promoting the competition

Rules: - Only one (1) entry per person

- Must SHARE to qualify your entry

- Entries close & winner announced on 02/05/16

**A big happy Mothers Day to all of the mums, nannas and to all our valued clients that are celebrating this Mothers Day. Have a lovely day from PMHQ.**

