

## MONTHLY DISBURSEMENTS CALENDAR

Please find attached our 2015 Calendar Year Proposed Disbursements, which confirms when we will transfer money to your account and also the dates that you will receive a monthly statement.

## IMPORTANT INFORMATION

**It's a New Year and we have some important changes to advise you, Katie Johnson finished her employment at Property Management HQ on the 23.01.15 with a career change to Property Investment Sales, and we are very pleased to introduce you to 2 new positions within our team ...**

**Kim Clewett**, has been offered a promotion and will head the A to K Investor Clients Portfolio. Kim has worked in our team for over 12 months, commencing in reception & administration and as our Leasing Consultant, and also a Property Management assistant. Kim is already known to many clients and has a passion for Real Estate as well as succeeding in the industry. I'm not quite sure why she would follow my (her big sisters) footsteps but it must run in the family. Kim will have a strong support base and we know that Kim will do her very best and she is certainly ready for the challenges that being a Property Manager brings. Well Done Kim. Please Congratulate her. Her contact details are: 0488 554 541 (for all clients with surnames commencing between A to K portfolio, this is Katie's old number to make things easier for you), and her email will be the same, being: [kim@pmhq.com.au](mailto:kim@pmhq.com.au)

**Samara Jensen**, we introduce to you as the newbie to our PMHQ team. Samara will be taking on the role of reception, administration, and also our Leasing Consultant. She is bright & bubbly and has a solid history of administration roles with a building company and also with Prowealth, so you might be already familiar with her. We feel that she will be the perfect person for our front of house role, and we are very pleased to welcome her to the PMHQ team & family. Please make her feel welcome. Her contact phone is 0488 554 551 and her email is [samara@pmhq.com.au](mailto:samara@pmhq.com.au)

Our other team members, Karlene, Haley, Lisa & myself (Kelley) will all remain the same. Please feel free to contact me personally should you have any queries or concerns at all - so that I can assist making this transition as smooth as possible for you. My details are: [kelley@pmhq.com.au](mailto:kelley@pmhq.com.au) or my mobile is 0400 454 531 should you wish to have a chat anytime. Thank you for taking the time to read this very important information. I do know that these changes will be of great benefit to yourselves, your tenants and our team as well. Let's have an amazing year in 2015.

## **PROPOSED DATES FOR DISBURSEMENTS 2015 CALENDAR YEAR**

All rental proceeds will be disbursed to your nominated bank account on the 15<sup>th</sup> day and/or the last day of each month. If either of these days fall on a weekend, the payments will be made on the Friday before the weekend. Please refer to dates as shown below to confirm. Please note: that due to the processing of differing financial institutions, please allow up to 48 hours for the transfers to appear in your account.

<b>Month</b>	<b>Mid Month Payment</b>	<b>End of Month Payment &amp; Statement</b>
<b>January 2015</b>	Thursday 15th	Friday 30th
<b>February 2015</b>	Friday 13th	Friday 27th
<b>March 2015</b>	Friday 13th	Tuesday 31st
<b>April 2015</b>	Wednesday 15th	Thursday 30th
<b>May 2015</b>	Friday 15th	Friday 29th
<b>June 2015</b>	Monday 15th	Tuesday 30th
<b>July 2015</b>	Wednesday 15th	Friday 31st
<b>August 2015</b>	Friday 14th	Monday 31st
<b>September 2015</b>	Tuesday 15th	Wednesday 30th
<b>October 2015</b>	Thursday 15th	Friday 30th
<b>November 2015</b>	Friday 13th	Monday 30th
<b>December 2015</b>	Tuesday 15th	Wednesday 23rd

### **End of Financial Year Income & Expenditure Statements**

**will also be issued with the June 2015 statement on Tuesday 30th June 2015**

**THANK YOU FROM THE TEAM @ PMHQ**