

## RENTAL PROCEED DISBURSEMENT CALENDAR JULY 2015 to JUNE 2016 (FINANCIAL YEAR)

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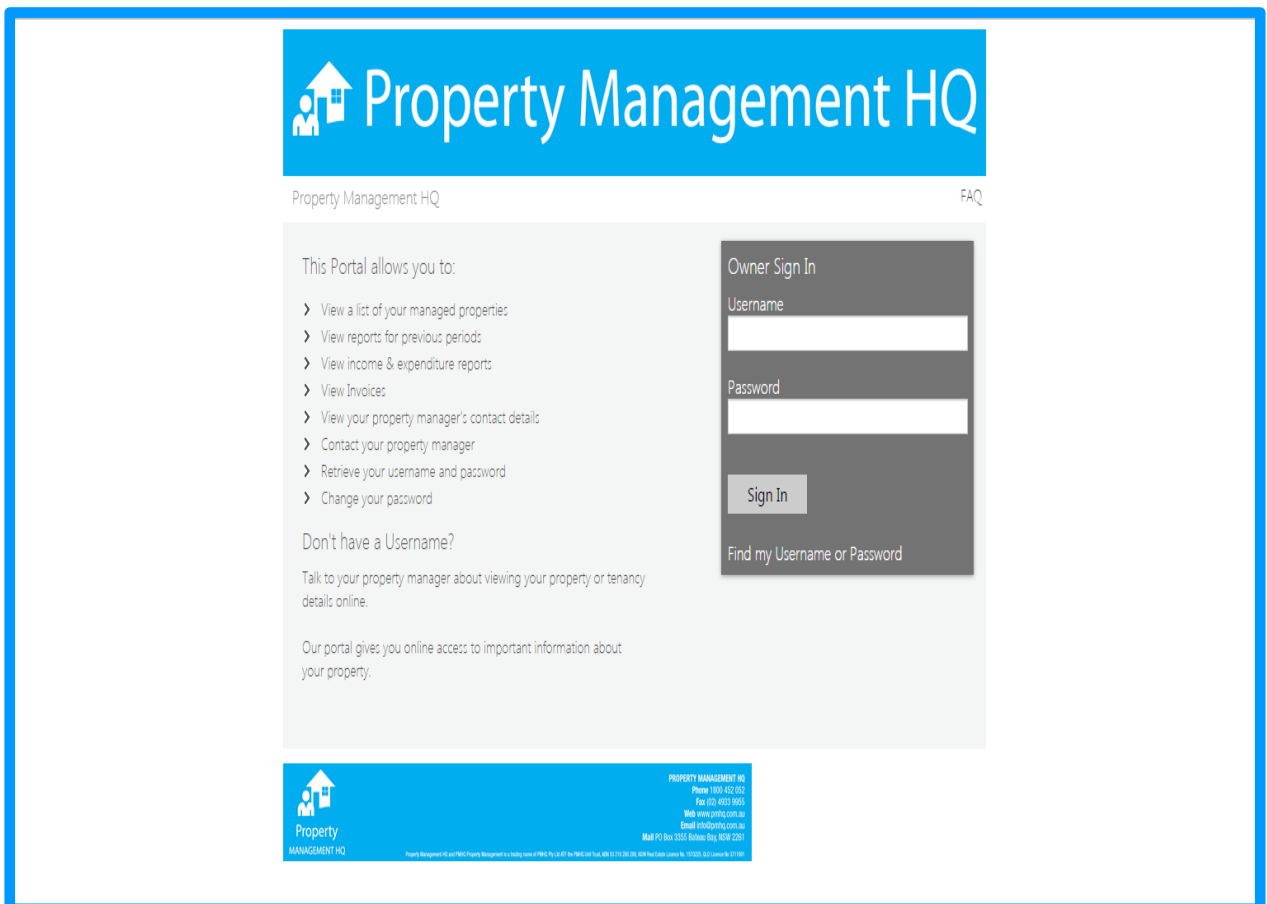
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Month	Mid Month	End of Month
July 2015	Wednesday 15 <sup>th</sup>	Friday 31 <sup>st</sup>
August 2015	Friday 14 <sup>th</sup>	Monday 31 <sup>st</sup>
September 2015	Tuesday 15 <sup>th</sup>	Wednesday 30 <sup>th</sup>
October 2015	Thursday 15 <sup>th</sup>	Friday 30 <sup>th</sup>
November 2015	Friday 13 <sup>th</sup>	Monday 30 <sup>th</sup>
December 2015	Tuesday 15 <sup>th</sup>	Tuesday 23 <sup>rd</sup>
January 2016	Friday 15 <sup>th</sup>	Friday 29 <sup>th</sup>
February 2016	Monday 15 <sup>th</sup>	Monday 29 <sup>th</sup>
March 2016	Tuesday 15 <sup>th</sup>	Thursday 31 <sup>st</sup>
April 2016	Friday 15 <sup>th</sup>	Friday 29 <sup>th</sup>
May 2016	Friday 13 <sup>th</sup>	Tuesday 31 <sup>st</sup>
June 2016	Wednesday 15 <sup>th</sup>	Thursday 30 <sup>th</sup>
2015-2016 End of Financial Year Income & Expenditure Statements	will be issued on Thursday 30 <sup>th</sup> June 2016, following End of June 2016	

## INVESTOR CLIENT ONLINE PORTAL ACCESS

Just a quick reminder, that should you require a past monthly or yearly Income & Expenditure Statement, you can log onto our website to the Owner portal and recover this yourself at anytime. We have included the steps below for your information. Of course, if you do not have access to the internet, please contact our team and we would be happy to retrieve this for you and supply this, or forward it to your accountants if required.



The screenshot displays the 'Property Management HQ' website interface. At the top, there is a blue header with a house icon and the text 'Property Management HQ'. Below the header, the page is divided into two main sections. On the left, a grey box titled 'This Portal allows you to:' lists several features: 'View a list of your managed properties', 'View reports for previous periods', 'View income & expenditure reports', 'View Invoices', 'View your property manager's contact details', 'Contact your property manager', 'Retrieve your username and password', and 'Change your password'. Below this list, there is a section for users who 'Don't have a Username?' with instructions to talk to their property manager and a note that the portal provides online access to important information. On the right, a dark grey box titled 'Owner Sign In' contains input fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Find my Username or Password'. At the bottom of the page, there is a blue footer with the company logo and contact information: 'PROPERTY MANAGEMENT HQ, Phone 1800 432 032, Fax 02 4033 9005, Web www.pmhq.com.au, Email info@pmhq.com.au, Mail PO Box 3355 Brisbane St, NSW 2001'.

Please visit our website at [www.pmhq.com.au](http://www.pmhq.com.au)  
On the top tool bar, under the **For Investors** tab.  
Click the **Owner Login** button.  
Your username is your unique **ALPHA CODE**.

If you have forgotten your password, you can click **Find My Username or Password** and follow the instructions under Find My Password, provided you have an email address in our database you will receive an email with your new password.