

RENTAL PROCEED DISBURSEMENT CALENDAR JULY 2016 to JUNE 2017 (FINANCIAL YEAR)

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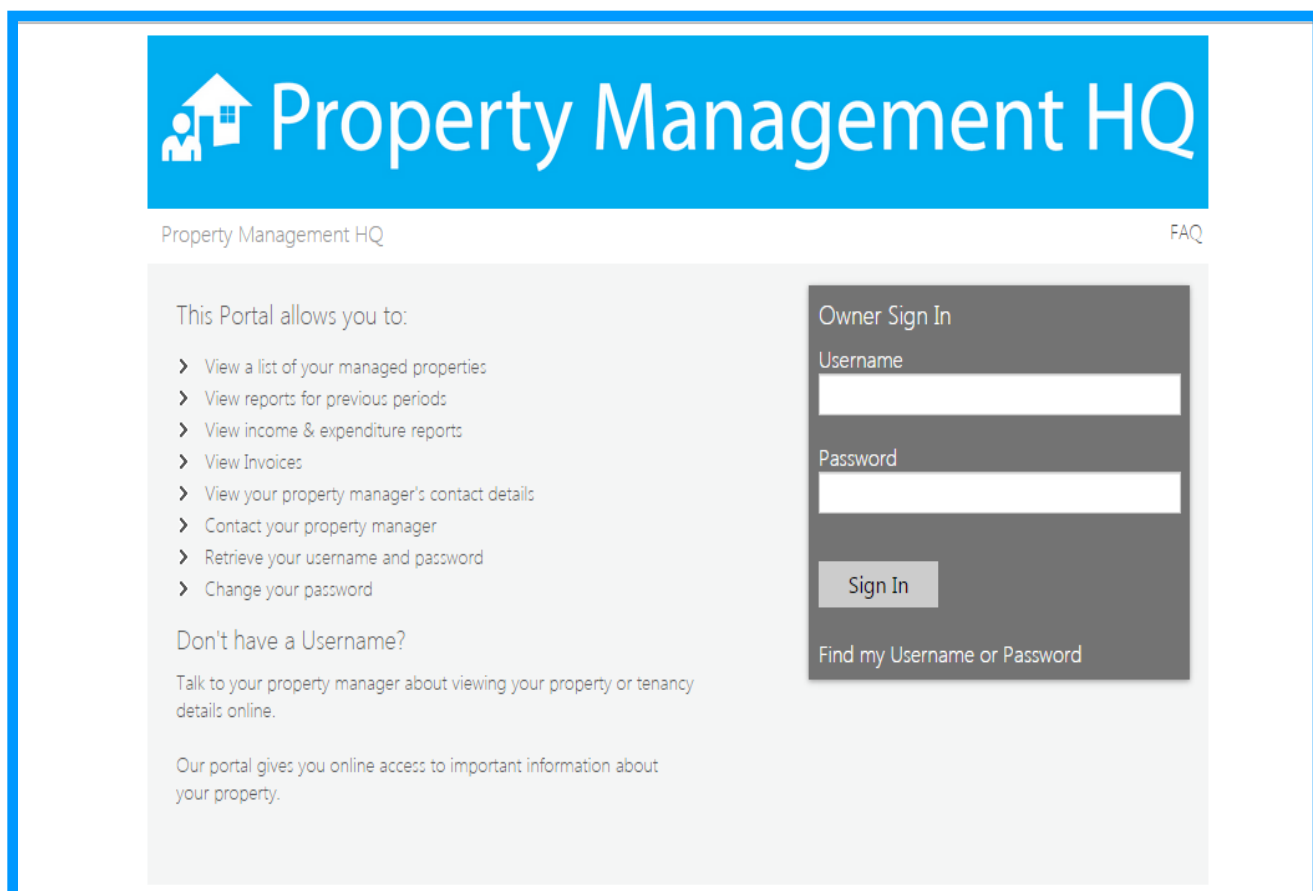
Month	Mid Month	End of Month
July 2016	Friday 15 th	Friday 29 th
August 2016	Monday 15 ^h	Wednesday 31 st
September 2016	Thursday 15 th	Friday 30 th
October 2016	Friday 15 th	Monday 31 st
November 2016	Tuesday 15 th	Thursday 30 th
December 2016	Thursday 15 th	Friday 23 rd
January 2017	Friday 13 th	Tuesday 31 st
February 2017	Wednesday 15 th	Tuesday 28 th
March 2017	Wednesday 15 th	Friday 31 st
April 2017	Friday 14 th	Friday 28 th
May 2017	Monday 15 th	Wednesday 31 st
June 2017	Thursday 15 th	Friday 30 th
2016-2017 End of Financial Year Income & Expenditure Statements	will be issued on Friday 30 th June 2017, following End of June Statement 2017	

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 to assist.

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 portal also stores all past invoices, and your tenancy related documents.



The screenshot displays the 'Property Management HQ' website interface. At the top, there is a blue header with a white 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 contains the text 'This Portal allows you to:' followed by a list of eight items, each preceded by a right-pointing chevron: '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, the text 'Don't have a Username?' is followed by a paragraph: 'Talk to your property manager about viewing your property or tenancy details: online.' and another paragraph: 'Our portal gives you online access to important information about your property.' On the right side of the page, there is a dark grey 'Owner Sign In' form. It includes a 'Username' label above a white input field, a 'Password' label above another white input field, a 'Sign In' button, and a link that says 'Find my Username or Password'.

Please visit our website at 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.