

AFFORDABLE STAFF

Operating for our 14 years, servicing over 537 clients and completing over 3.7 million hours of outsourcing.





We are an Australian and New Zealand based **managed** outsourcing business that supply dedicated Virtual Assistants that are upskilled and trained to adapt to your way of doing business.

Affordable Staff offer custom built efficiency-driven **real estate specific workflows**, processes and templates which when applied can **alleviate up to 70%** of the workflow from your team.





The overall objective when working with clients is to give business owners and teams a proven, cost-effective and safe way to outsource their Real Estate admin, using best practice systems and allowing the business to focus on **profitability**, **business growth** and delivering increased levels of **customer service**.

TASKS TO OUTSOURCE


NEW BUSINESS


-  Create your agency template for your rental pre-listing digital kit
-  Create each rental digital pre-listing kit
-  Create management authorities and associated documents
-  Manage Property Management database

PROPERTY MANAGEMENT


-  Manage Property Management CRM
-  Scheduling routine inspections
-  Maintenance management
-  Invoice/Bill management


LEASING

Managing online listings of rental properties 


Creating lease agreements 


Book photos/floorplans/videos 


Order signboard 

Process tenancy applications 

SALES

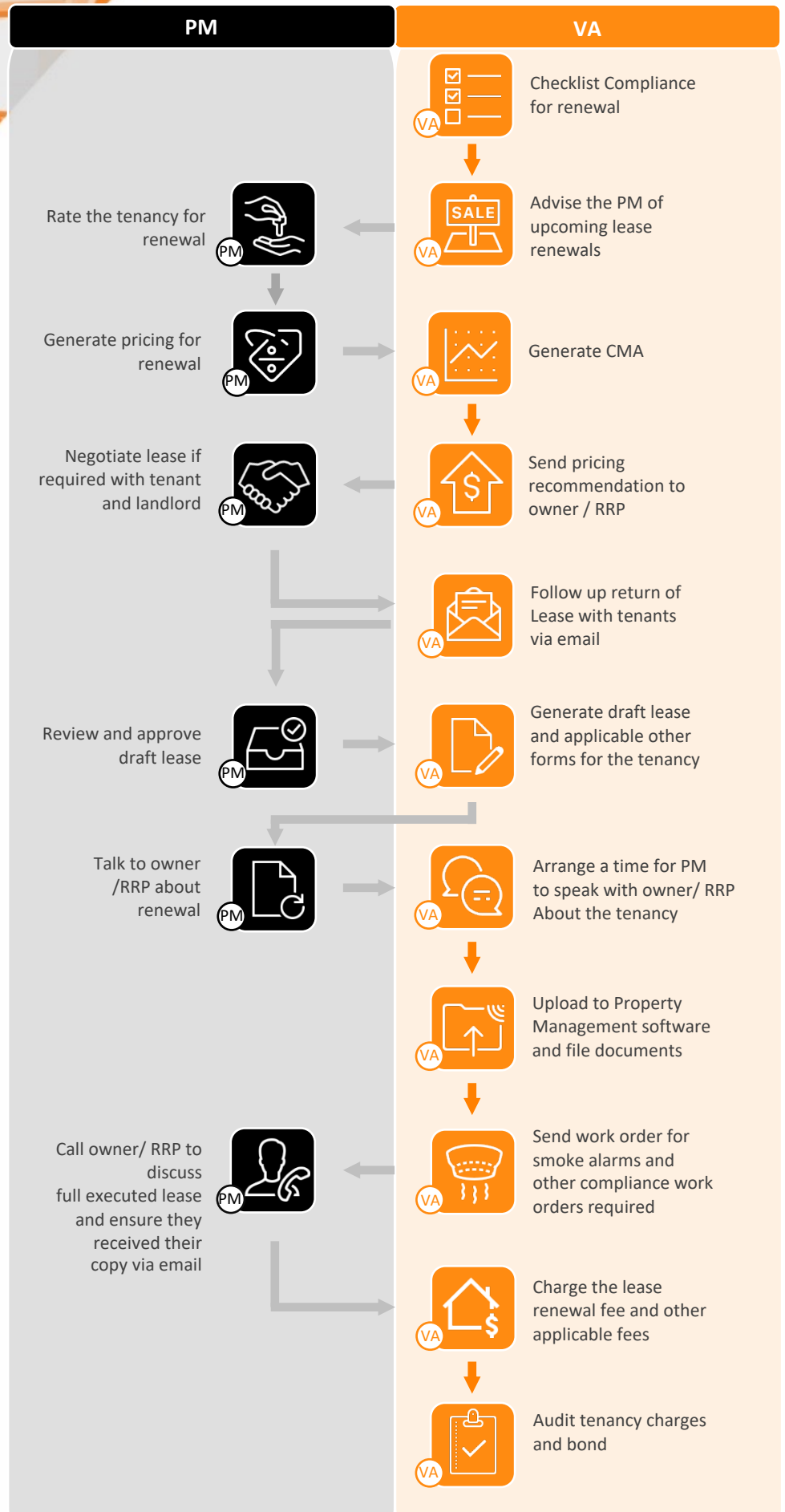
Sales Database Management 

Pre-Listing Kits 

Sales Agent Schedule Management 

Drafting Contracts & Sales Documents 

AFFORDABLE STAFF SAMPLE LEASE RENEWAL PROCESS



OUR POINT OF DIFFERENCE

Our greatest point of difference is our industry experience within Real Estate combined with knowledge around outsourcing infrastructure.

This translates to a more mature offering than others in the real estate industry and faster speed to market & scalability and allows us to provide consultative support if required to assist you in getting your office ready to Outsource.



LISA GREY
Business Development and Account Manager
lisa.grey@affordablestaff.com.au
0490 839 000



DAMIEN BARNETT
Outsource Specialist and Account Manager
damien.barnett@affordablestaff.com.au
0422 540 909