

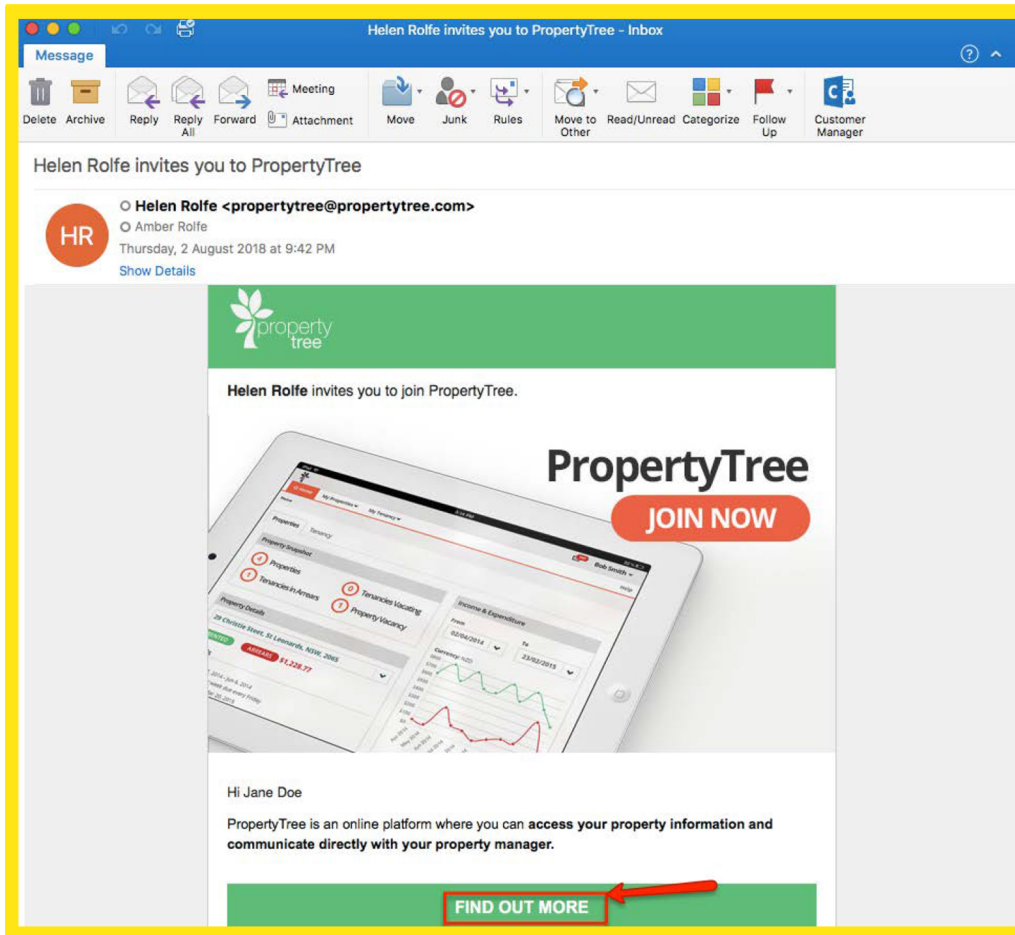


Owner Portal Login

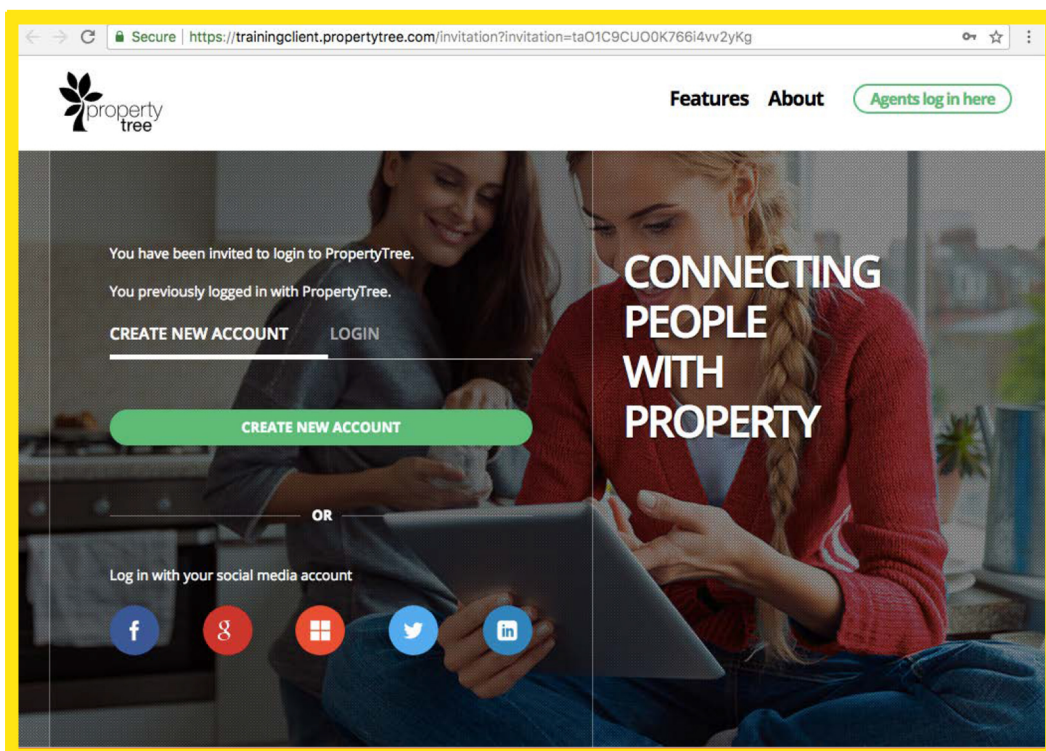
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1. Email Portal Logon



You will receive an email from propertytree@propertytree.com. You will then see a 'Find Out More Button', if you click on this, it will open up your browser with more details on how to log on.



You can log in via Facebook, Gmail, Office 365, Twitter and Linked in. Or you can create a new account.

2. Create New Account

Create New Account

Email

Verification code

Get Code

Given Name

Family Name

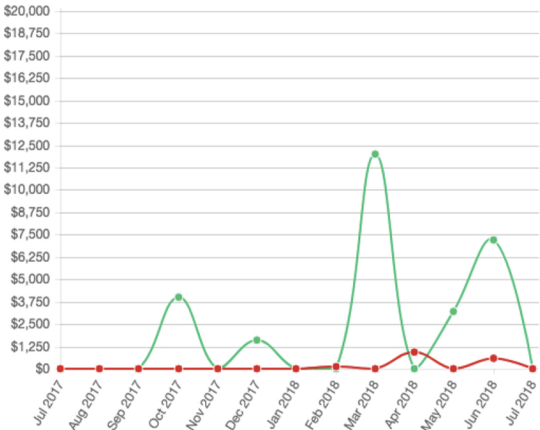
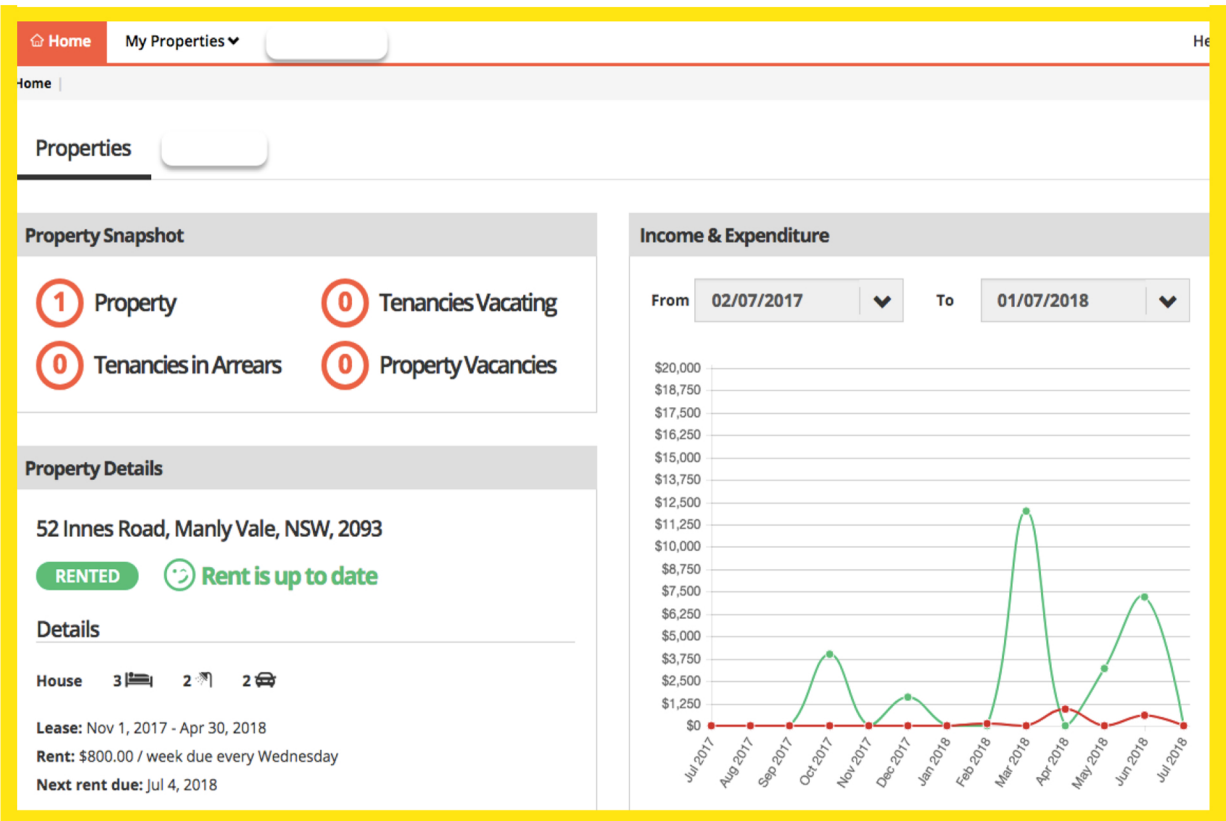
Password

Confirm Password

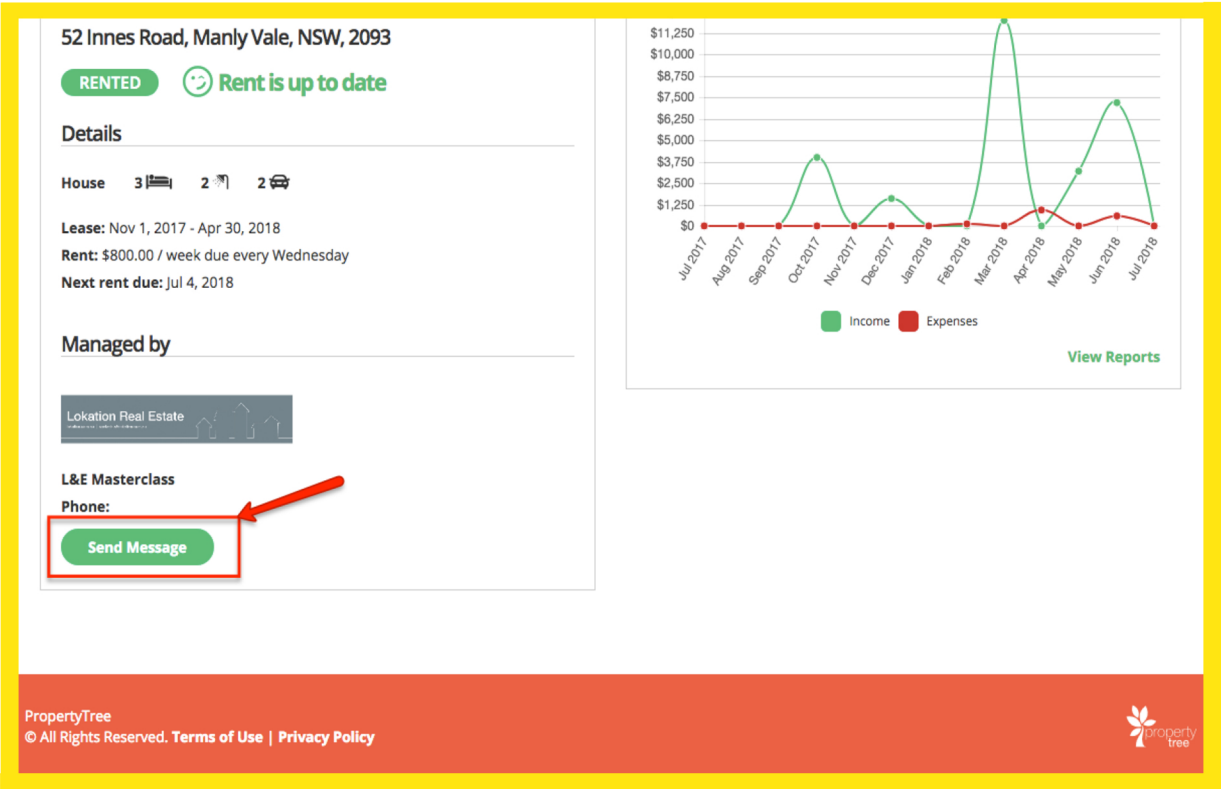
Sign up

To create a New Account, you will need to validate your email address by entering in the verification code you will receive via email. Then you will need to enter in your Given and Family Name then you can create a password and confirm the password and then click 'sign up'.

3. Owner Portal



Once logged into your owner portal you will see a snapshot of the details about your property. All information is live and up-to-date with the information that is in PropertyTree.



If you scroll down to the bottom of the page you will see the ‘Send Message’ button. Here is where you can send a direct message to your Property Manager.

When a property Manager returns your message, you will get an email to check your portal and the Message will be able to be accessed via your portal log in.

Messaging

Regarding: 52 Innes Road, Manly Vale, NSW, 2093

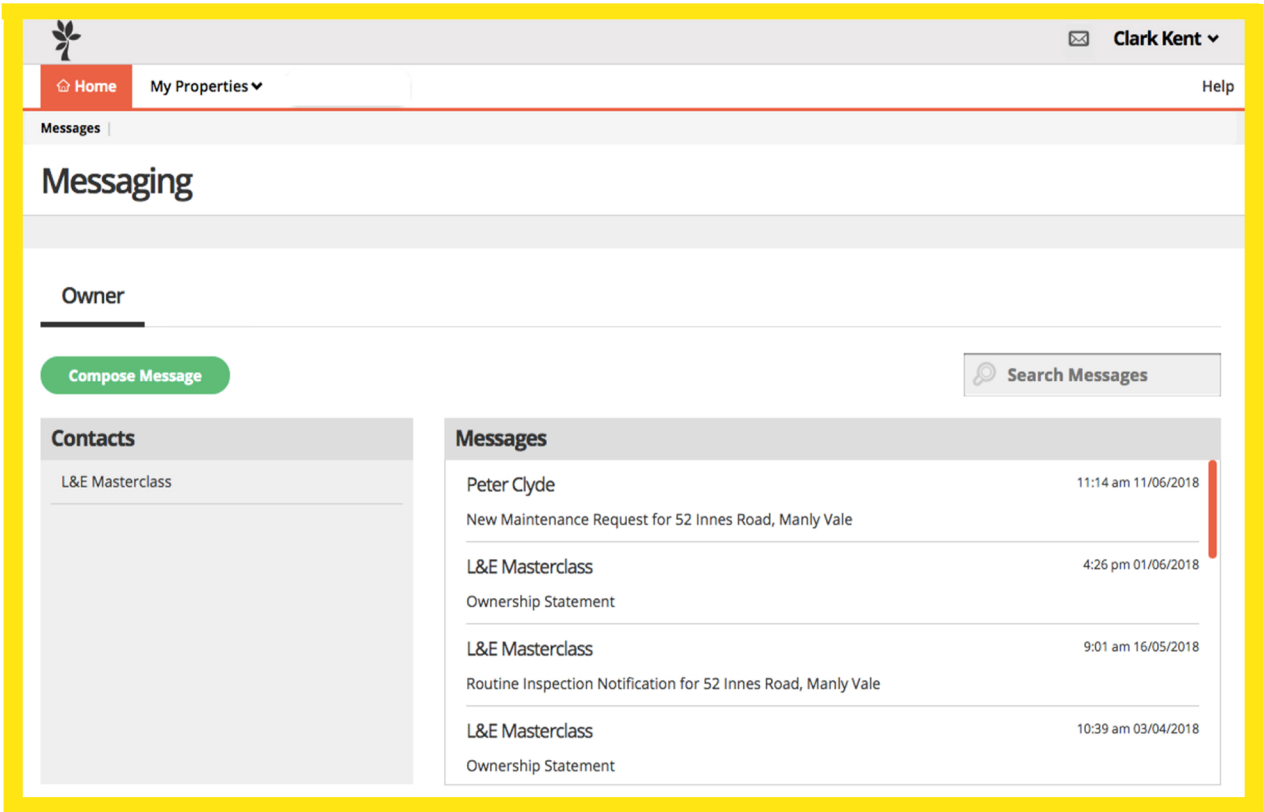
To: L&E Masterclass

Subject

Characters: 0/4000

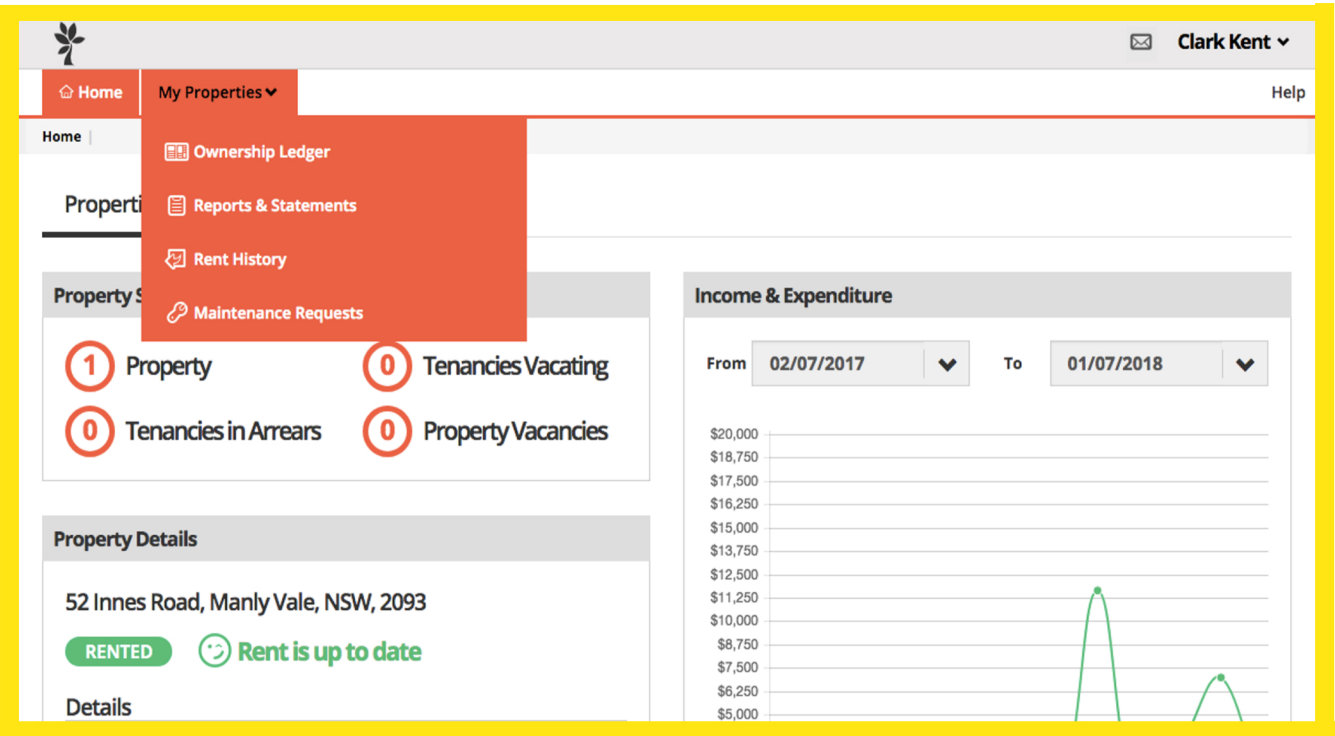
[Add attachment](#) [Cancel](#) [Send](#)

To access your message in your portal, just click on the envelope on the top righthand side.



In your Messaging Centre is where you can find your previous message and any new messages. You can also compose a Message from here by clicking on ‘Compose Message’.

4. Ownership Ledger



On the top right bar Click into ‘My Properties.’ Here is where you can access your Ownership Ledger, Reports & Statements, Rent History and view your Maintenance Requests.

Ownership Ledger

You can view your ownership ledger for any date range you require. Enter the date range below:

From

01/06/2018

To

30/06/2018

Cancel

View ledger for this period

When you click into ‘Ownership Ledger’ here is where you can change the Date Range then click ‘view ledger for this period’

LedgerReport

1 / 1

L&E Masterclass
Trust Account: L&E Lokation Real Estate (394849584)

29 57 Christie Street, St Leonards, NSW 2065, AUSTRALIA
Ph: Fax:

Ownership Ledger

Transactions From: 1/06/2018 To: 30/06/2018

Filter: For selected ownerships

Peter Clyde (ID:46) - 20 Mona Vale Road, Pymble

Received	Entered	#	Type	Description	Payer/Payee	Property	Debit	Credit	Balance
1/06/2018	1/06/2018	188	Opening Balance	Inv Ref: 54 - Carpet Cleaning	Your Choice Carpet Cleaning	52 Innes Road, Manly Vale	\$330.00		\$3,530.00
			Creditor Invoice	Batch: 25, Cheque: 1					\$3,200.00
1/06/2018	1/06/2018	95	Payment	Batch: 26, EFT: Peter Clyde	Peter Clyde		\$2,948.10		\$251.90
				BSB: 182-222, No: 458888793					
1/06/2018	1/06/2018	250	Fee	Management Fee (Residential)		52 Innes Road, Manly Vale	\$246.40		\$5.50
1/06/2018	1/06/2018	293	Fee	Ownership Statement Fee			\$5.50		\$0.00
1/06/2018	1/06/2018	224	Tenancy Receipt	Rent to 19/06/2018	Trevor Clyde	52 Innes Road, Manly Vale		\$5,600.00	\$5,600.00
1/06/2018	1/06/2018	238	Tenancy Receipt	Rent to 03/07/2018	Trevor Clyde	52 Innes Road, Manly Vale		\$1,600.00	\$7,200.00
							\$3,530.00	\$10,730.00	\$7,200.00

A new tab will open with your Ledger Report and here is where you can view, save and/or print your ledger.

5. Reports & Statements

Home

My Properties

Help

Reports & Statements

Reports & Statements

Statements

Income & Expenditure

Below you will find your Ownership Statements. You can sort by statement period by clicking on the header.

STATEMENT PERIOD

VIEW

CREDITOR INVOICES

03/04/2018 - 01/06/2018

28/02/2018 - 03/04/2018

Start - 28/02/2018

Clicking into 'My Properties' then click into 'Reports & Statements' here is where you can view your preview your previous Owner Statements and your Income and Expenditure Statement.

Lokation Real Estate

OWNERSHIP STATEMENT - Peter Clyde

Peter Clyde
20 Mona Vale Road
Pymble, NSW, 2073

Tax Invoice - Statement 3

STATEMENT PERIOD	3/04/2018 - 1/06/2018
OPENING BALANCE	\$330.00
TOTAL PAYMENTS	\$2,948.10

RESIDENTIAL

52 Innes Road, Manly Vale, NSW 2093

INCOME

Trevor Clyde Status:
Rent \$800.00 Weekly Paid To 1/05/2018

Rent - Paid from 04/04/2018 to 01/05/2018 (Effective 01/05/2018)

EXPENSE

Your Choice Carpet Cleaning (Inv: 54)
Carpet Cleaning (GST Paid: \$30.00)
Management Fee (Residential) (GST Paid: \$22.40)

MONEY OUT	MONEY IN
	\$3,200.00
	\$3,200.00
\$330.00	
\$246.40	
\$576.40	
(Incl GST: \$52.40)	
BALANCE: \$2,623.60	

Ownership Contributions & Expenses

EXPENSE

Ownership Statement Fee (GST Paid: \$0.50)

MONEY OUT	MONEY IN
\$5.50	

By clicking on the  icon. You can view your statements which will open in a new internet browser tab.

Home

My Properties

Help

Reports & Statements

Reports & Statements

Statements

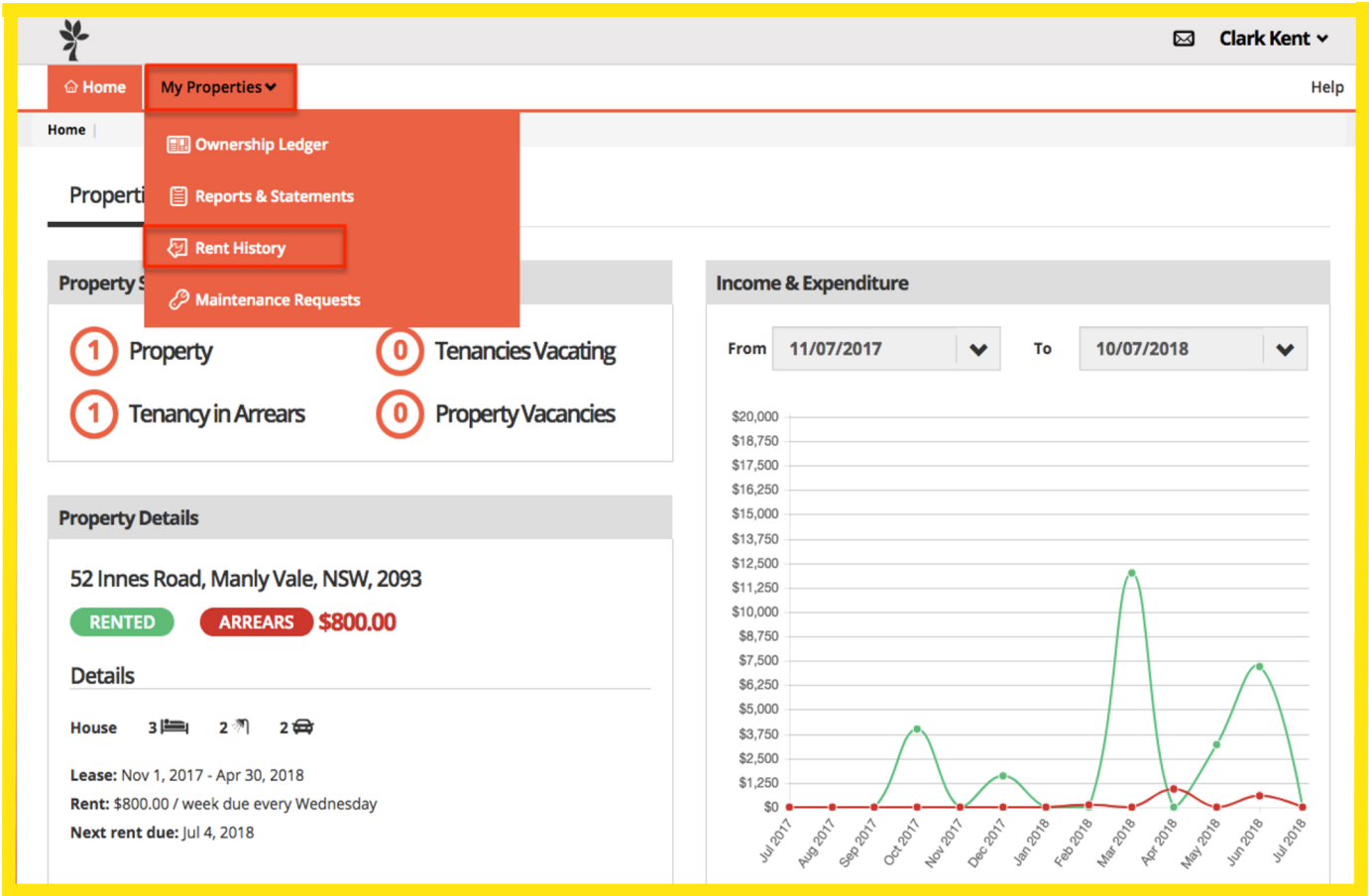
Income & Expenditure

Below you will find your Income & Expenditure Reports. You can sort by date range by clicking on the header.

DATE RANGE	GENERATED	VIEW
No Income & Expenditure Reports available.		

To access your Income and Expenditure report, click into 'My Properties' then click into 'Reports & Statements' then click into the Income and Expenditure tab. Once an Income and Expenditure report has been created for you it will be able to be viewed and printed from here.

6. Rent History



To view any scheduled rent changes, click into 'My Properties' then 'Rent History'.

The screenshot shows the 'Rent History' page for the property 52 Innes Road, Manly Vale, 2093. The page displays a table with the following columns: RENT CHANGE DATE, AMOUNT/WEEK, \$ DIFFERENCE, and % CHANGE. The table contains one row for the date 01/11/2017 with an amount of \$800.00, a difference of \$0.00, and a percentage change of 0.00%.

RENT CHANGE DATE	AMOUNT/WEEK	\$ DIFFERENCE	% CHANGE
01/11/2017	\$800.00	\$0.00	0.00%