



For Your Success

# REAL ESTATE OUTSOURCING

GIVE YOUR BUSINESS  
PERMISSION TO GROW





The reality is, many real estate offices are **losing thousands each month** because their staff are too busy doing routine, low-value tasks.

Your office can be significantly **more productive and efficient**.

With **Beepo**, you'll dramatically decrease your costs while supercharging the growth of your business.

When you outsource with Beepo we provide a staff member that is **100% dedicated to your business**, providing all the administrative support you need. This frees up you and your staff to concentrate on the work you should be doing: the high value, highly-skilled professional tasks that make a real difference to your bottom line. You will:

- Increase profitability - save \$84,000 per year per position by outsourcing admin tasks
- Say goodbye to admin pain - free up your team for revenue generating work
- Improve productivity - enhance your customer experience

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Having a staff member from Beepo means it's taken the pressure off the people who wore the pressure before. It's made a huge difference to the work environment for my admin staff here which just makes the office a happier, easier place to be.

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Suzie Reid  
Principal at Laing + Simmons  
Double Bay Property Management



Real Estate Management Team

Why everything you think you know about outsourcing offshore is wrong...

# FIVE MYTHS ABOUT OUTSOURCING

(and the reality)



**Myth 1: Staff have poor English skills**

**Fact:** Beepo talent speak English as a first language and are tested for first rate communication skills.



**Myth 2: Quality standards could be compromised**

**Fact:** We measure and monitor all tasks rigorously plus provide Real Estate specific training because we know this is important to you.



**Myth 3: Data security and privacy could be at risk**

**Fact:** We have a financial-industry standard, triple layered security.



**Myth 4: Current staff may feel threatened**

**Fact:** Your team will appreciate leaving repetitive admin tasks in the past. Staff satisfaction will increase.



**Myth 5: Clients won't like it**

**Fact:** Truth is there is a HUGE amount of admin tasks to do that don't require client contact.

We have a specialist team with over **150 university educated staff** working with Australian Real Estate clients.

Our **dedicated real estate trainers** will ensure your staff are well trained and as efficient as possible.

Our team is highly proficient in a range of industry software, including:



# What tasks can we perform?

Beepo can help in so many ways. Here are just some of them:



## PROPERTY MANAGEMENT

We can unburden you from the paperwork and admin that keeps you from the high value-add tasks you'd rather be doing. This includes:

- Tenancy application processing
- New management administration
- OFI management
- CRM management
- New tenant administration
- Arrears management
- Routine inspection administration
- Maintenance and repair
- Lease renewals
- Tenancy exit
- General administration
- efilng
- Entry reports



## MARKETING

We can help you generate and nurture leads and build your digital presence to attract more work. We'll take care of:

- New listing campaigns
- Just sold / just leased campaigns
- Auction campaigns
- Social media management
- Video editing
- CRM management
- Collateral development



## SALES SUPPORT

We can take care of all the admin tasks, leaving you free to do what you do best. We'll help with:

- Lead generation
- Meeting preparation
- Listing packs
- Diary management
- Post service surveys
- OFI management
- CRM cleansing and management
- efilng
- Research work



## ACCOUNTS

We can free you up from routine accounts procedures, including:

- Invoicing
- Trust accounting
- Payroll
- Accounts payable
- Reporting for the PM
- Bank reconciliation
- Reversal of receipt
- Coding of bills
- Creditor disbursement
- Processing end of month accounts
- Reviewing the property ledger
- Managing holding deposits



With Beepo our Property Managers have gone from spending 90 minutes on a tenancy application, to 3-7 minutes, which makes a whole lot of sense.

Frank Ham  
Principal  
LJ Hooker Brisbane West





# So just how much can I save?

## COST SAVINGS CASE STUDY

Let's use the example of a Junior Property Manager starting out on \$60k salary per year.

Quantifiable Costs	In your local office	Beepo Assistant
Salary	\$60,000	
Superannuation (9.5%)	\$5,700	0
Office space (5sqm @ \$350 per sqm/month)	\$21,000	0
Internet	\$600	0
Ongoing supervision & training (property manager time and supervision)	\$16,425	0
Leave costs (annual and sick)	\$6,925	0
<b>TOTAL</b>	<b>\$110,650</b>	<b>\$26,644</b> (incl GST)

Save **68% on your employment costs** on property management administration and processing.

This will free you up to invest the **\$84,006 per year** back into the growth of your business.

## Why Beepo?

With over **100 Australian customers**, we've seen how outsourcing allows real estate businesses to save, scale and grow.

As experts in real estate outsourcing, we know how to get the right team in place from day one. And we'll be there to guide you through every step of the outsourcing process with our:

- Australian and Philippines-based account management to support you with initial set up of your team, change management within your business and implementing best practice
- Two-week industry training along with relevant software training, ensuring your new team member is highly trained before they even start with you
- Measurement and monitoring of all tasks to ensure rigorous quality standards are consistently met

Beepo, the trusted experts in Real Estate outsourcing.

# GET IN TOUCH TODAY FOR A FREE BUSINESS CONSULTATION

Let us help identify the best way for you to get started.



**1300 553 080**



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