

# Body Corporate Management & Secretarial Services

APL is one of the South Island's most experienced Body Corporate Managers and one of few companies offering specialist Secretarial Services for shared ownership developments. With a substantial client base in the Southern Lakes resort district, our Queenstown office is unique in its ability to provide total professional property services to unit title owners as well as being able to respond to the special requirements of absentee owners and the integration of investment owners with community living.

## Why Choose APL?

### Expert Practical Advice backed by a Wealth of Experience:

Skilled in all aspects of Body Corporate management and administration, APL offers the advantage of an unrivalled breadth and depth of property management experience, including a sound working knowledge of the statutory and regulatory framework surrounding property ownership. We not only provide our clients with impartial and totally professional resolution of issues but also complete assurance of compliance with legal obligations.

### Approachability, Reliability and Accountability:

APL is renowned for friendly service, prompt communication and personal attention to our clients' needs. Each property we manage has its own dedicated and experienced Property Manager who takes full responsibility for service delivery and maintains frequent contact - ensuring the lines of communication are kept open at all times.

### On-going Investment in Specialised Technology:

APL employs the latest specialised management software and communications systems to support accurate, efficient and timely accounting, billing, record-keeping and reporting.

### APL's comprehensive range of Body Corporate Management and Secretarial Services includes:

- ▶ Convening, chairing and minuting meetings
- ▶ Managing correspondence
- ▶ Preparing annual budgets and financial reports, GST returns and IRD filing
- ▶ Invoicing and collecting levies, paying authorised accounts as they fall due and administering the Body Corporate bank account
- ▶ Ensuring compliance with legislation and regulations
- ▶ Providing advice on and arranging insurances for the property
- ▶ Sorting out issues promptly and efficiently
- ▶ Maintaining the Body Corporate register of unit owners and preparing Section 36 certificates upon transfer of titles

To discuss your Body Corporate or Secretarial Service requirements and find out how we can help make shared property ownership easier, contact:

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