

coral sea

PROPERTY MANAGEMENT

news

November 2013
Edition #25

IN THIS EDITION.

Monthly Statistics	P2
How-to Maintenance	P3
Tenant of the Month	P4
Meet the team	P4
Chairman's Meow	P4



WIN 2 WEEKS
Free Rent
PLUS an awesome Xmas Hamper!

WIN!

RENEW YOUR LEASE NOW and
get 3 chances to **WIN WIN WIN!!!**

Call Elley or Emma on 4724 1723 or visit
www.coralseaproperty.com.au/promo

(Oops! Have you **already renewed** in September or October? ... *don't panic!* Just give Emma or Elley a call with your **best Pirate compliment** and you'll go in the draw too!)

Renew in November get 2 chances!!

Renew in December get 1 chance!

RENEW! RENEW! RENEW!

CORAL SEA OFFICE HOURS



Monday – Friday 9-5, Saturday 9-12

Outside these hours you can generally find us at the pub or playing laser skirmish!

For after hours emergencies call:

Electrical - Kolbys Electrical
4729 0466

Plumbing - Northern Plumbing
4775 7320

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Free Rent
PLUS an awesome
Christmas Hamper!

THIS MONTH'S STATISTICS (FOR THE GEEKS)



As of the 5th of November:

- 99.96 % of our tenants are up to date with their rent!
- and 100% of tenants are on a lease!!!!!!!!!!!!!!

WAHOO!

For those who aren't...



CORAL SEA DICTIONARY

Coral Sea YAHOO WAHOO education for dummies 101



YA•HOO –noun.

1. When all tenants are up to date with their rent, therefore no tenants in arrears!

WA•HOO –noun.

1. A shout out of joy
2. A sound all the staff at Coral Sea make when all the properties on our rent roll are fully tenanted. Backed up with a tragic booty shake, tragic levels vary between each staff member.

YA•HOO WA•HOO –noun.

1. A combination of the above, our tenants are very happy and time to go to the pub!

TOY STORY CUP CAKES

It's a piece of cake to invite these little green monsters to your child's Toy Story-themed party.

What you'll need

- Cupcakes, baked from your favorite recipe
- White frosting
- Neon green food coloring
- Mint-flavored chewable candies
- Green apple sour belts
- Green apple sour straws, cut into 2" pieces
- Black decorator gel icing
- Kitchen shears, or a small leaf shaped fondant cutter



How to make

1. First, mix up a batch of alien green icing by adding few drops of neon green food coloring to your favorite white icing.
2. Prepare your aliens' ears. Cut ears, shaped like teardrops, from green apple belts. A pair of kitchen shears works well, or use a small leaf shaped fondant cutter. You will need 2 ears for each cupcake.
3. Frost cupcakes and insert a 2" sour straw antenna. Press your ears into the sides of the cupcake.
4. Line up three mint-flavored, chewable candies as eyes, and dot with black gel icing for pupils.
5. Give your aliens an awed expression by drawing on a circle for a mouth with black gel icing.

NEW TENANTS THIS MONTH

We'd like to welcome all our new AND renewing tenants to the Coral Sea Pirates Crew! These guys know all know how to stay in the good books, they've all been caught supplying the Chaiman with illicit pats!



Danelle

Chris

Richman

CHECK OUT MORE NEW TENANT PHOTOS AT

www.coralseaproperty.com.au/photos



AN ORGANISED HOME

De-Cluttering Tips

- Do you have double of items, eg...2 toasters, give one to charity.
- If you haven't used it within 6-12 months, more than likely you won't use it, donate to charity.
- Give yourself permission to throw out items that are rarely used.
- If it is expired, throw it out.

TOP TIP

Reward yourself for your great efforts, go to the movies with a friend or buy something nice after you have finished.

MAKE YOUR LIFE EASIER.. AKA "THE LIFE HACK"



Bread tags: why not make them chord labels? They're quick and easy to change. Collect ones in different colours if you can.



Gotcha! Find tiny lost items like earrings by putting a stocking over the vacuum hose.



Instant eraser: Remove crayon masterpieces from your TV or computer screen with WD40 (also works on walls).

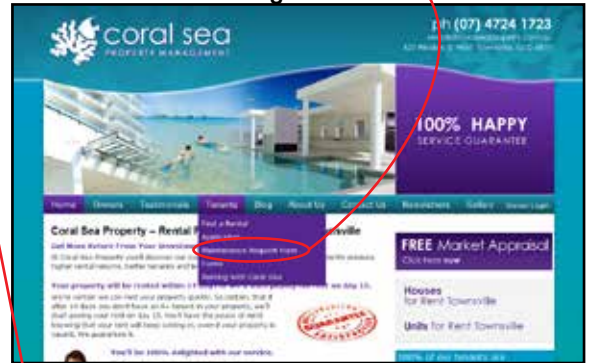
MAINTENANCE HOW TO

Our tenants are our owners most important asset and we take your comfort seriously.

You have the right to expect that your property is kept in tip top condition and maintenance is carried out in a timely manner. To help ensure this is the case we have instigated a seamless online maintenance system. We would appreciate your assistance by logging any maintenance requests online so we can maintain a high level of service. The process is detailed below:

How to lodge any maintenance requests:

1. Go to our website <http://www.coralseaproperty.com.au/>
2. Select Tenant tab, click on **Maintenance Request Form**
3. Ensure you have completed all the troubleshooting and read and acknowledged the Terms and Conditions. Once you have confirmed, continue to the **Maintenance Request Form**.
4. Enter all the necessary details as required. Please ensure you enter as much information as possible including model number and serial numbers.



The more information you provide the faster we will be able to assist you and get your maintenance completed.

Once submitted you will receive a confirmation email detailing your maintenance request and noting the date and time your request was submitted. Please keep a copy of this email as your record of the maintenance being lodged.

What happens now?

- You will be contacted by someone from the office within 72 hours.
- The job will be allocated to a tradesman and you will be contacted within 7 days by the tradesman to organise access (no keys) or inform you of when they will commence work (keys OK).
- We will also contact you with the tradesman's contact details who has been allocated your task. You are free to contact the tradesperson direct once we have given you this number to arrange a convenient time or to give them a little helping reminder!
- We endeavour to have all routine maintenance tasks completed within 14 days.
- If your maintenance has not been completed within 14 days please contact our maintenance team Emma & Cam in the office for an update.



CHAIRMAN'S MEOW



Things to learn from the Chairman

- 1) Make the world your playground.
- 2) Whenever you miss the sandbox, cover it up. Dragging a sock over it helps.
- 3) If you can't get your way, lay across the keyboard till you do.
- 4) When you are hungry, meow loudly so they feed you just to shut you up.
- 5) Always find a good patch of floor to nap in.
- 6) Nap often.
- 7) When in trouble, just purr and look cute.
- 8) Life is hard, and then you nap.
- 9) Curiosity never killed anything except maybe a few hours.
- 10) When in doubt, meow.
- 11) Variety is the spice of life. One day, ignore people; the next day, annoy them.
- 12) Climb your way to the top, that's why the curtains are there.
- 13) Chill out, be the Zen master.

**Til next month,
The Chairman**

TENANT OF THE MONTH

Congratulations to this month's tenant of the month - Louise Greaney!

Louise has been crowned this month's TOTM (tenants of the month) for always being an honest & upstanding Coral Sea Citizen, always being up to date with her rent & having A+++++++ grade inspections. Not to mention the extreme amounts of hard work & effort she has put in to making the lawns & gardens look spectacular!

The Chairman thought you should be honoured for your outstanding efforts!

Yahoo! Pop in to the office to collect your prize and get a happy snap with the chairman for our gallery. (www.coralseaproperty.com.au/photos)

Our TOTM is lucky enough to have won a 2 for 1 breakfast at Fratello! Please feel free to come and collect the voucher anytime this week!

Fratello
COFFEE



(NOT ACTUAL PHOTO OF TENANT)

MEET THE PIRATES OF THE CORAL SEA THE WHO-TO-GO-TO'S

Tenant Team - The Gunners

The Gunners' duties include taking care of all the crew, ensuring all properties are well maintained and you crew are shelling out your rent 7 days in advance. They also look after your routine inspections.



These guys are here to help so feel free to give them a call or suck up by buying them a bottle of wine. Beware these girls are always helpful, sweet and pretty but don't mess with them or they will have you walking the plank!



Tenant Team:
Emma

Maintenance Team - Team Fix It!

Team Fix It, are the ones to have on speed dial for all your maintenance needs.

From a leaky tap to electrical faults they will make sure your quarters are fit for a Captain and not like a poop deck!

Remember to lodge your Maintenance Request online (see previous page)



Handyman:
Cameron
Murchie

For the uninitiated **Chairman Meow** is our office cat. He seems to spend his days lazing in the reception area greeting all and sundry and demanding pats and attention before swiping at an unsuspecting ankle or tiptoeing across a computer keyboard in the middle of any important task. He is the Chairman of the Board and lets it be known his word is law. (especially if his claws haven't been clipped!)