



## Real Estate & Strata Management Solutions

*Real Estate Agents, Strata Management, Body Corporate Managers, and Property Managers have a unique set of requirements when communicating with their existing and prospective property owners and renters.*

*Whether currently outsourcing, doing everything in house, or a combination of both, The Document Institute can help save both money and time when communicating by print, mail, and personalised electronic communication.*

### Real Estate Agents

Do you have agents walking the streets dropping cards or letters in letterboxes? Is that the best use of their time?

We can help you enhance the way your business communicates with prospective sellers and buyers, as well as your known property investors. This can be through customised and personalised cards, letters, or something a little different, through to fully personalised property brochures and portfolios containing only the properties that you know will be of interest to your buyers.

Do you want to effectively utilise the individual, geographic, demographic, and socioeconomic data that you spend all the time and effort getting about your owners and prospects?

Let us help you **deliver the right message, to the right people, right now.**

### Strata and Property Management

The Document Institute have a **Strata Management Communication Solution** for creating and managing printed documents and mail, as well as electronic communication. We know that Strata Management companies send 1000's of documents every year via mail and email to property owners, including AGM and EGM notices and minutes, arrears, levies, inspection letters, as well as marketing and more.

We also understand that you control how this communication gets sent to your customers and that this is often an area of

unexpected cost and time, especially if it is currently looked after in-house rather than outsourcing. Do you ever have to wipe off staff members for days when you have a mailing to do? Have you ever held a "print and mail" party with staff and family that goes well into multiple evenings?

Desktop and in office solutions can cost many times more than the price of outsourced solutions with their production economies of scale. This is often not seen as the costs - including staff time - "blend" into the running of the office. **Postal discounting** is also an area where many are happy they get some, but aren't aware of the full extent they may be entitled to.

The major benefits of our Strata Management Communication Solution are ease and flexibility, but largely we aim to take away the hassle and **save you money and time**. Other key benefits and features include:

1. **Print & electronic delivery management**, including automatic kick off of print, emails, SMS, even voice.
2. Integration with **Australia Post's Digital Mailbox** and/or **Digital Post Australia**.
3. **All printing requirements**. Personalised/variable or generic/static. Whether an A4 letter in an envelope, sectioned and stapled minutes, bound booklets, and many other needs specific to strata management.
4. **Postal sorting** and major **discounting**.
5. **Internal and partner driven** up sell, cross sell, and educational needs too.

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