



DIANA AGAPITOS MANAGEMENT

PROFILE

Diana Agapitos is the driving force behind Industrial Asset Management. She established the group in 2015, and brings 15 years of extensive property management experience to her clients.

As a client, you and your property enjoy the advantages of Diana's outstanding personal service and experience. She's previously held the role of Senior Property Manager overseeing 300 properties in a large company and also has experience in a smaller agency.

Diana is known for her calm efficiency and attention to detail. Equally, her wonderful communication skills that form the bedrock of respected business relationships are highly valued by clients and tenants alike.

Diana holds a Diploma of Property/ Triennial Certificate, Sales Representative Registration, and a Certificate 4 in Business.

SERVICES

RENT, OUTGOINGS & PAID ON DEMAND INVOICES

LEASE EXTENSIONS

VARIATION OF LEASE

BUDGET REPORT

BUDGET RECONCILIATION

RENT REVIEWS

EMERGENCY REPAIR WORK

INSURANCE CLAIMS

ARREARS COLLECTION

SERVICE CONTRACTS IMPLEMENTATION

MAKE GOOD AT LEASE END

REPAIRS & MAINTENANCE ARRANGEMENT

NEGOTIATE WITH AND ENGAGE THE SERVICES OF CONTRACTORS

SENDING OUT NOTICES TO LESSEE'S

REGULAR COMMUNICATION TO ALL PARTIES

PROCEDURES, FORMS AND STANDARD LETTERS FOR KEY DUTIES

TRUST ACCOUNTING WITH CIRRU8

PAYMENT OF ACCOUNTS

LESSOR PAYMENTS

ASSIST IN ANNUAL AUDIT BY PROVIDING ACCESS TO AND EXPLANATION OF ALL ACCOUNTS AND ACCURATELY.

FINANCIAL STATEMENTS (MONTHLY, YEARLY AND PREPARATION OF ANNUAL BUDGET)

FORECAST OF INCOME AND EXPENSE