TAKE shape
PROPERTY MANAGEMENT (PTY) LTD
Reg no.: 2012/046638/07.

COMPANY PROFILE

Take Shape Property Management

Shaping the heart of the city.

WELCOME TO OUR COMPANY!

Take Shape Property Management is dedicated to providing exceptional service by fostering strong relationships with owners, trustees, directors, service providers, and residents. We ensure that each complex or building is managed to the highest standards.

At Take Shape Property Management, we take a “hands-on” approach. This involves regularly visiting the complex, rather than merely handling paperwork from behind a desk.

OUR MISSION

“To offer affordable, value-for-money, and well-managed rental properties across the residential, retail, commercial, and sectional title sectors.”

OUR PEOPLE

We employ only the best in the business: career-driven, honest, and positive individuals who go to great lengths to achieve the best results for our clients.

OUR CULTURE

Our business is built on energy, agility, professionalism, and knowledge, with a commitment to being at the heart of our community.

VALUE FOCUSSED

For Owners & Tenants

1. Building and maintaining close relationships with everyone related to the property - trustees, directors, service providers, and residents.
2. Focusing on results to alleviate pressure.
3. Hands-on approach - visiting the complex regularly instead of sitting behind a desk doing paperwork.
4. Effective management, honesty, and commitment aiming to reduce costs and improve lifestyles.
5. Flexible and creative while maintaining discipline in carrying out operations and enforcing tenant obligations.

TIMELINE

2012
Founded

5000+
Residential Units
Managed

500
Retail, Office,
Commercial Space
Managed

200
Jobs Created

Level 1 BBBEE
100% Black Owned
Bussiness

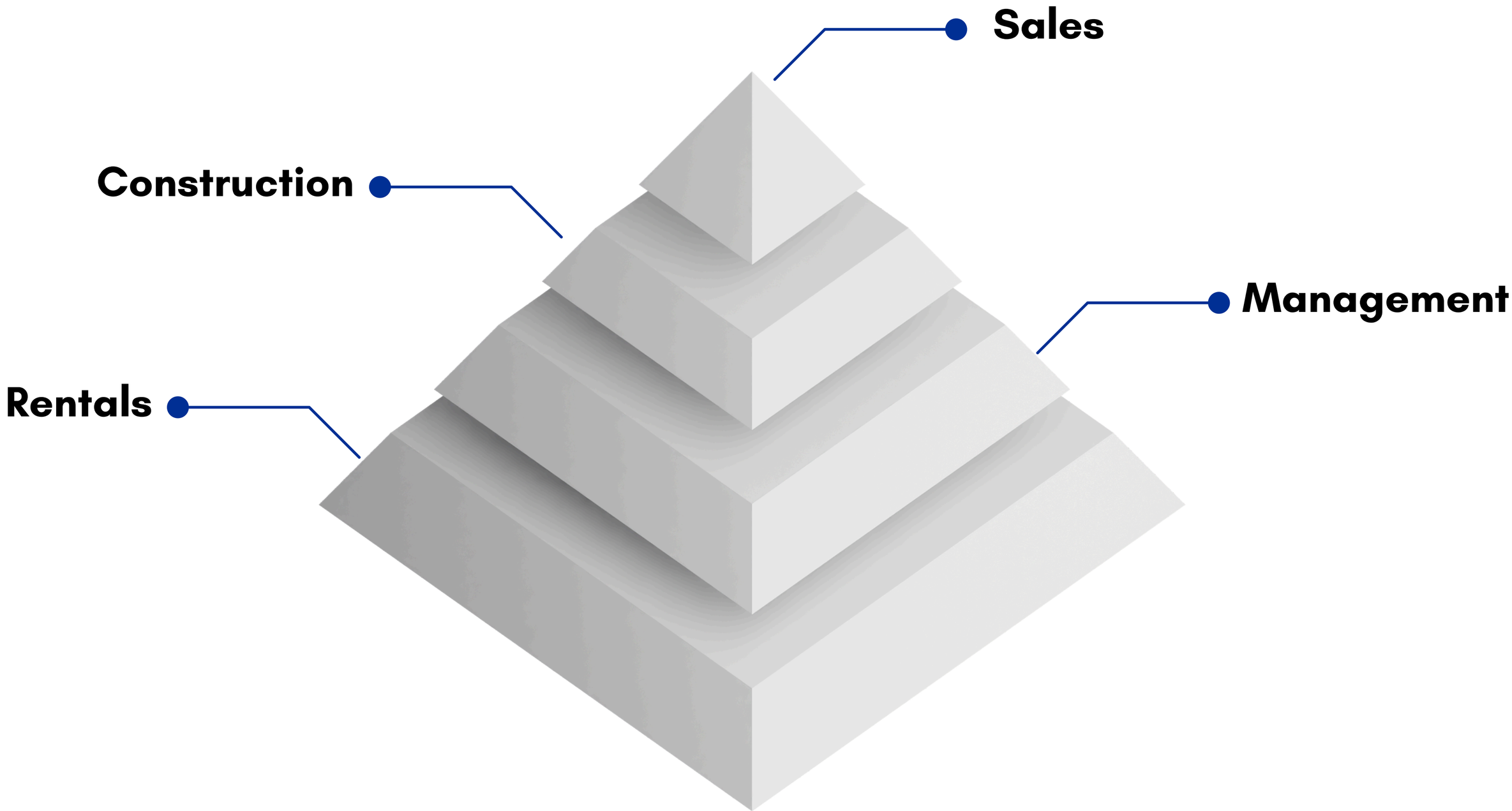
KEY PERFORMANCE INDICATORS

5000+
Residential Units
Managed

500
Retail, Office,
Commercial Space
Managed

200
Jobs Created

OUR SERVICE



ADDING VALUE THROUGH



Professional Service



through trained specialists

Transparency & value added insights



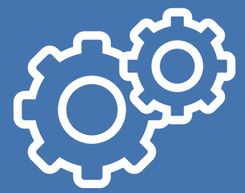
to help you make informed decisions

Commitment to reduce costs



to improve the lifestyles of all

Full service



relieving pressure from trustees and directors

Personal Touch



we are there when you need us



ACCREDITATION & AFFILIATION

Take Shape is proud to be affiliated with the following professional and industry institutions

UNIVERSITY OF JOHANNESBURG

NATIONAL ASSOCIATION OF MANAGING AGENTS

Council for Debt Collectors

ESTATE AGENCY AFFAIRS BOARD OF SOUTH AFRICA

TPN CreditBureau

FIC Financial Intelligence Centre

MDA PROPERTY SYSTEMS

Administrative Support

- Building Management
- Building Maintenance & Technical
- Utilities Management
- Security and Operations
- Facilities Management
- Administrative Management
- Accounting Management
- Tenant Management

Administrative Support

- Tenant Recruitment and Vetting
- Tenant Deposits
- Debt Collection
- Account Payments
- Statements
- Bank Balance Reviews
- Credit Approval
- Document Storage
- Employment and Earnings Verification
- Insurance Claims

Building Management

- Meter Readings and Utilities Billing
- Visitor Control Procedures
- Capital Projects Supervision
- Materials Supply
- Employee Management.
- Common Property Maintenance and Repairs
- Rules of Conduct
- Balcony Wash Lines
- Weekly Building Inspections

Building Maintenance & Technical

- Scheduled and Ad Hoc Maintenance: Preventative, remedial, and upgrades.
- Electrical and Mechanical Repairs: Including lift maintenance, painting, decorating, plumbing, carpeting, glazing, plastering, and tiling.
- Ad Hoc Tasks: Addressing equipment breakdowns, operator requests, damage, and vandalism.
- 24-Hour Maintenance: Round-the-clock end-to-end service.
- Record Keeping: Maintaining historical and technical records.
- Cost Reporting: Submission of cost reports.

Utilities Management

- Energy Management Solutions
- Accurate billings, queries management and liaison with municipal authorities
- Prepaid meter services – installation and management
- Cost containment measures
- Water usage management
- Sustainable energy and resource solutions

Security and Operations

- Physical Security: Focused on obstacles and barriers such as barricades, fencing, gates, walls, perimeter lighting, signage, locks, and parking management solutions.
- Operational Security: Involves people, including the provision of protection/guarding officers, security protocols, education and training of employees, and procedures for managing contractors, vendors, and visitors. Liaising with local law enforcement to minimize crime.
- Technological Security: Management of technical data and systems, including the integration of video surveillance, CCTV monitoring systems, alarm systems, building automation systems, fire alarm systems, communications systems, emergency call boxes, and access control.

Facilities Management

Soft Services:

- Cleaning Operations and Hygiene Services
- Pest and Rodent Control Services
- Waste and Refuse Management
- Landscaping and Plant Management

Administrative Management

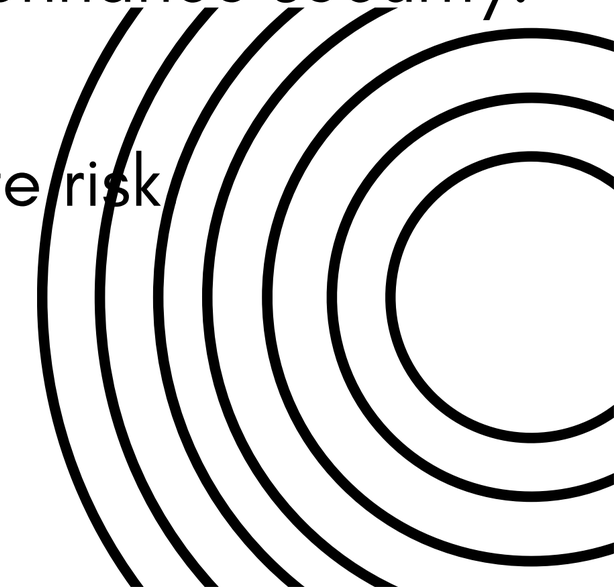
- Monthly Levy/Rental Collection
- Debtor Status Reports: Regular management reports.
- Monthly Management Reports: For trustees, directors, and owners.
- Meeting Preparation and Attendance: Including organization, minute-taking, and general meetings.
- Insurance Claims: Handling and processing.
- Statutory Compliance Management
- Documentation: Making legally required documents available to clients.
- Document Storage: Keeping financial and administrative records.
- Meeting Organization: Including notices and statutory documentation packs.
- Minute Preparation and Circulation

Accounting Management

- Monthly Management Accounts: Showing performance against budget by building.
- Levy/Rental Statements: Issued to owners/tenants, including utilities billing.
- Payment of Accounts
- Annual Budget Preparation
- Financial Documents for Auditors: Preparation and submission.
- Bank Balance Reviews: Conducted regularly.
- Credit Approval Procedures: In-depth checks including TPN, ITC, bank statement reviews, employment and earnings verification, and affordability models.
- Debt Collection: Clear and disciplined procedures.

Tenant Management

- Tenant Recruitment
- Tenant Vetting
- Tenant Onboarding
- Compliance: Ensuring adherence to articles, conduct, or house rules.
- Access Control: Managing entry into the building.
- Visitor Control Procedures: To avoid overcrowding and enhance security.
- Balcony Wash Lines: Installation below visibility levels.
- Tenant Deposits: Securing adequate deposits to mitigate risk.





Endorsements

We financed Solly's first building in 2010 and are proud to see how his business has grown from strength to strength. We also recommend his property management services to new clients and when we have problematical projects.

- Paul Jackson, Co-founder and CEO of TUHF Limited

MEET OUR TEAM



CRISTINA LETHOKO

Financial Director



SOLOMON RAMALAMULA

Managing Director



SUBASHNI FISH

General Manager

WHY CHOOSE US?

At Take Shape Property Management,
we understand that choosing the right property management company is a crucial decision.

Here’s why we stand out:

- Expertise and Experience
- Comprehensive Services
- Customer-Centric Approach
- Proactive Management
- Utilizing the latest technology,
- Dedicated Team
- Transparent and Fair Pricing
- Community Focus
- Client Testimonials

- Don’t just take our word for it. Our satisfied clients speak for themselves. Read our testimonials to see why so many property owners trust us with their investments.



THANK YOU VERY MUCH!

CONTACT US TODAY!

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