



INFOGNANA
SOLUTIONS

PROPERTY MANAGEMENT SERVICES

Property management is a time-consuming and stressful profession! Tasks that require attention to detail drive you in multiple directions. While you work hard to relieve the stress of property owners, have you ever thought if there is someone who can relieve your stress? We have made it our mission at Infognana to relieve you of your increased workloads.

Our team consists of highly experienced Virtual Assistants with specific expertise in the Property Management sector that can assist you in all Backend, marketing, administration, and research tasks with efficiency and responsiveness so that you can focus on expanding your property management business.

OUR **GAMUT OF SERVICES** INCLUDE BUT ARE NOT LIMITED TO



**PROPERTY
MANAGEMENT
SUPPORT**



**REAL ESTATE
BACKEND
SUPPORT**



**SHORT TERM
RENTAL
SUPPORT**



GENERAL MANAGEMENT

- Email Management
- Reminders
- Lead Follow Up
- Calendar Management
- Vendor Management
- Generating Leads
- Listing Management



ADMINISTRATION

- Lease Agreement Review
- Transcription
- Schedule Meetings
- Schedule Property Visit
- Bookkeeping
- Rent Followup
- Property Maintenance Management



MARKETING

- Create Marketing Plan
- Property Database Update
- Listing Vacant Properties.
- Social Media Management
- Cold Calling



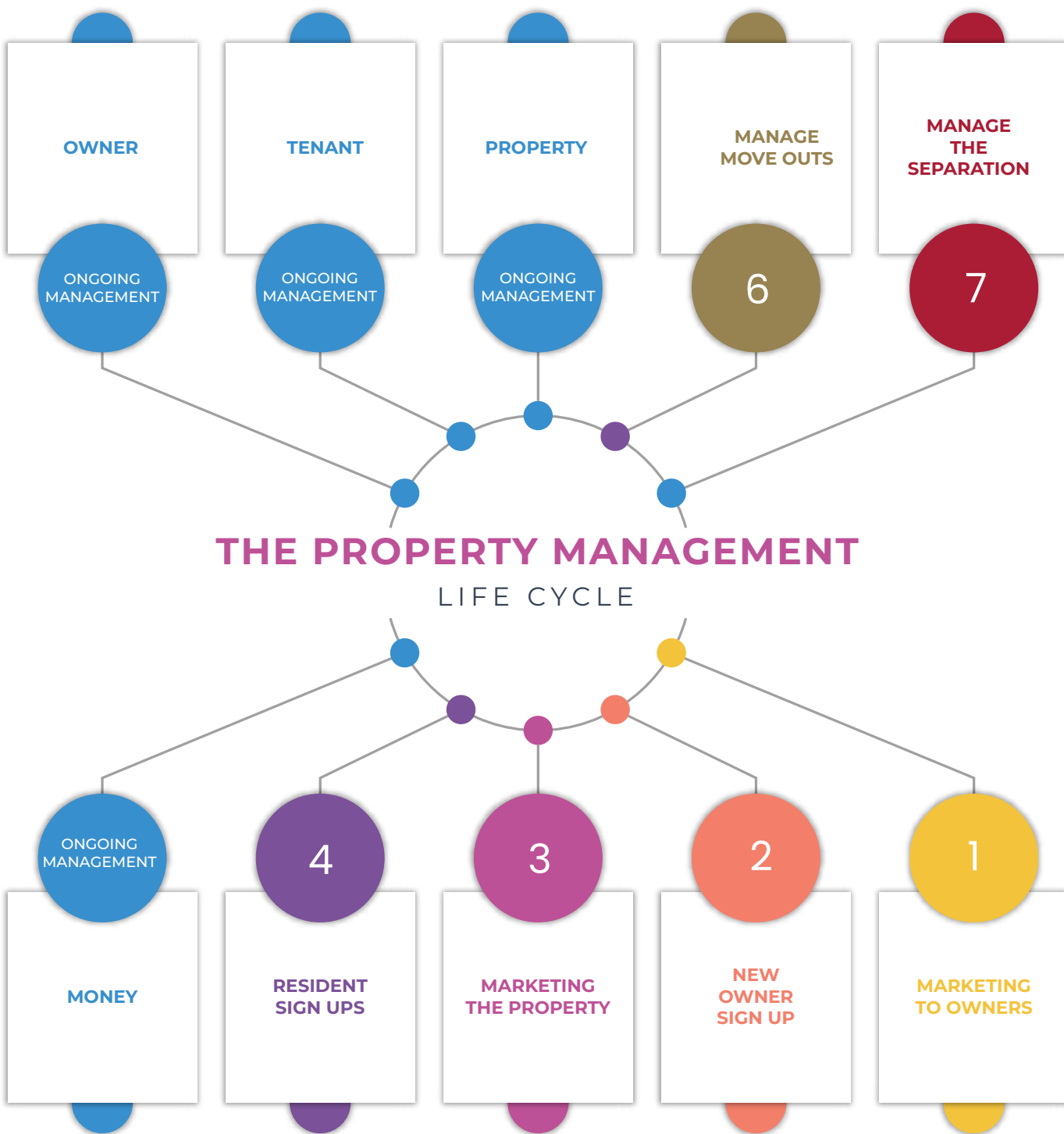
PROPERTY RESEARCH

- Research Potential Properties
- Market Trend Research
- Sales comparison
- Value estimation
- Prepare statistics
- Title search

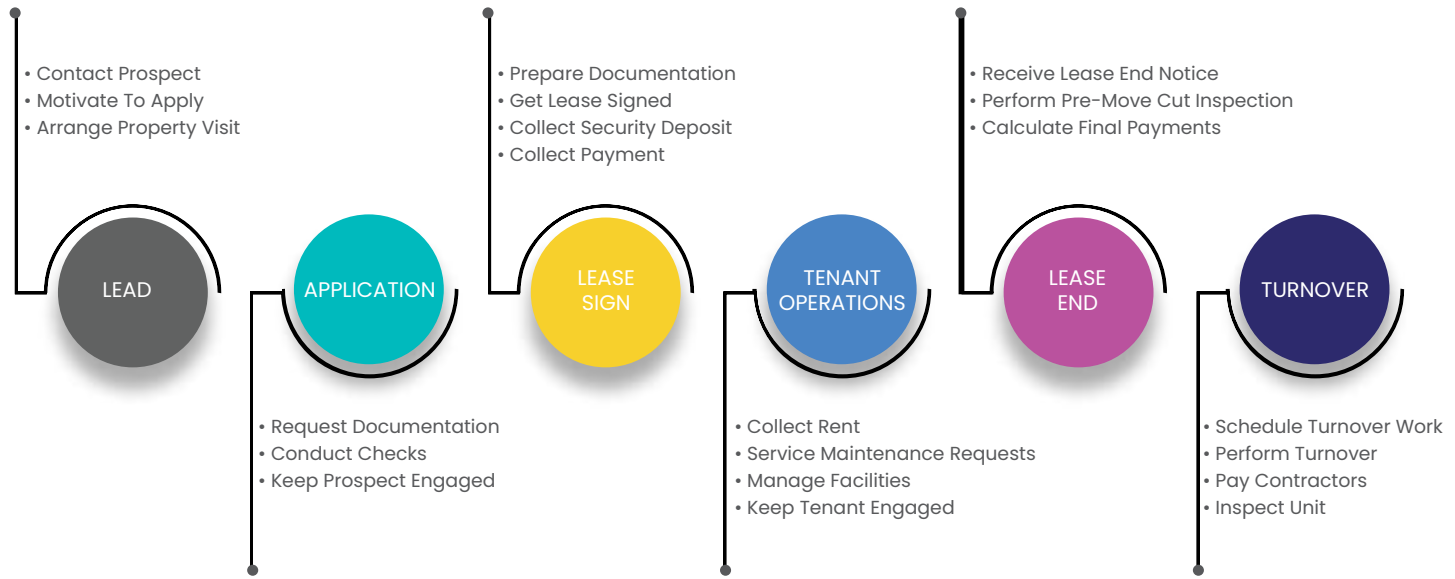


PROPERTY MANAGEMENT SERVICES

We provide support to the complete Property management lifecycle and the property management process flow



PROPERTY MANAGEMENT PROCESS FLOW



STATISTICS

The property management industry in the United States generates \$88.4 billion in annual revenue and is expected to grow. The North American property management market is valued at \$5 billion. This market value increased 7.78% over 12 months. With such potential the most 3 tasks handled by property management is

80%

MAINTENANCE & REPAIR

80%

RENT & FEE COLLECTION

77%

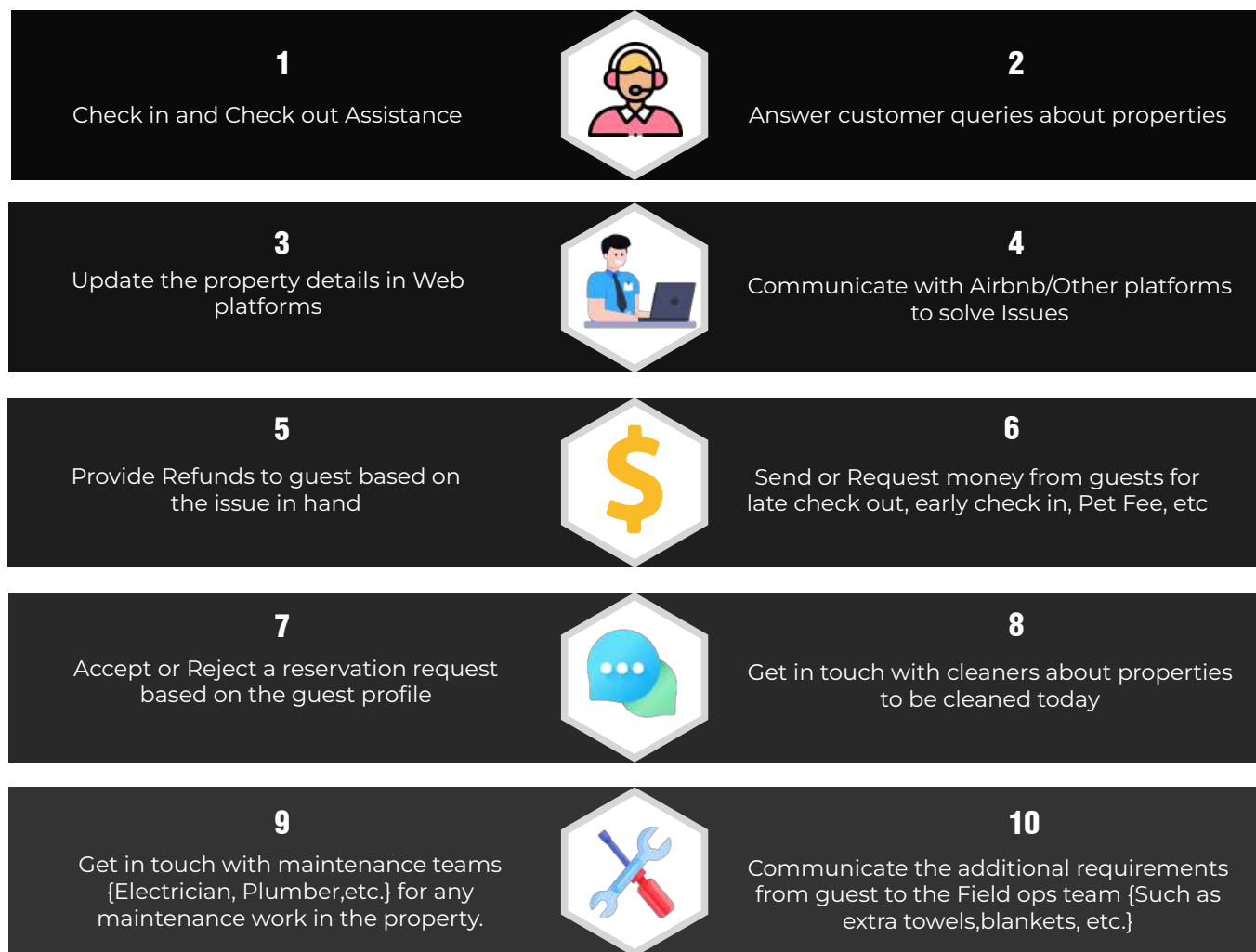
LEASING & ADVERTISING

Nearly 50% of property managers express a desire to improve efficiency. Our Virtual assistance can help property managers to concentrate more on increasing the number of properties and business expansion by handling the tasks which take most of the time of property managers.

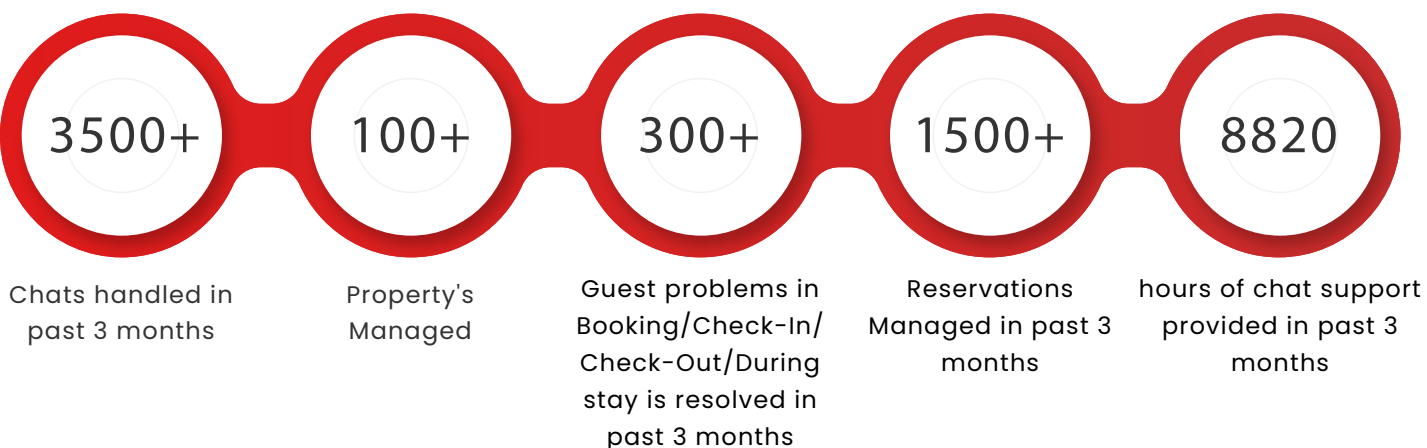
REAL ESTATE BACKEND SUPPORT



SHORT TERM RENTAL SUPPORT



LIVE CHAT SUPPORT



TOOLS WE USE BUT NOT LIMITED TO

TASK / PROJECT MANAGEMENT

HubSpot  Trello  asana

DESIGNING



crello

PROPERTY MANAGEMENT



Buildium*



Guesty



smartbnb

front

MARKETING



Hootsuite



EMAIL MARKETING

HubSpot

Constant
Contact

Infusionsoft.

springbot

CRM



Follow Up Boss

HubSpot

firepoint

PROPERTY LISTING

RMLS

MLS.COM
AMERICA'S REAL ESTATE PORTAL



zumper



Zillow

DOCUMENT EDITING



Office



Word Excel PowerPoint OneNote Outlook

G Suite