Owner Access

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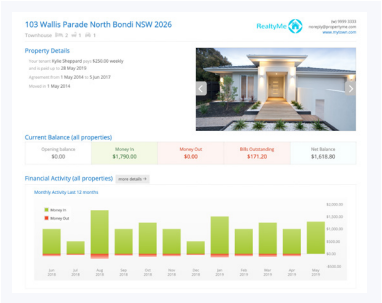
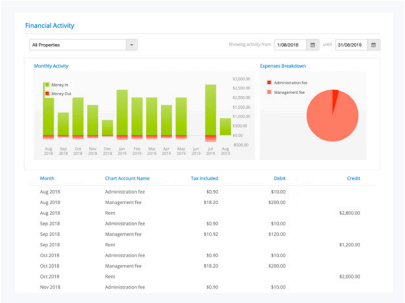
As a property owner, it's imperative to retain all the important information related to your property, without having to spend hours sifting through documents and files. That's where PropertyMe Owner Access comes in, allowing you to view key property and tenancy information in one place.

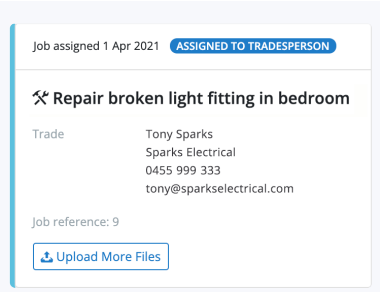
Owner Access gives you 24/7 access to financial information, keeping you in the loop at all times. You can track financial activity while keeping tabs on outstanding jobs and routine inspections.



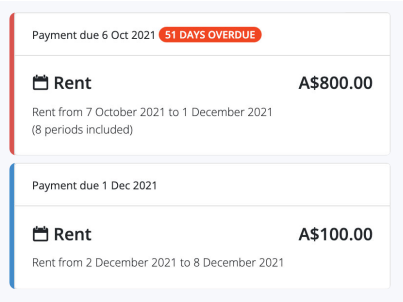
View property details



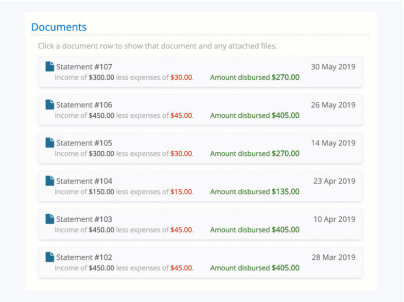
Track financial activity



See outstanding jobs



View detailed routine inspections



Download and print documents

PropertyMe
a Level 9, 52 Phillip St, Sydney, NSW, 2000 **p** 1300 776 763
e hello@propertyme.com **w** www.propertyme.com

How to use Owner Access:

1. Log in to Owner Access using your email and password. If you don't have a PropertyMe account, you will need to sign up and request access from your Property Manager.
2. Once you are logged in, click on your relevant property to view financial and tenancy information.
3. Click on the current balance, financial activity, jobs, inspections or documents sections to view more in-depth information regarding your relevant property.
4. Your Property Manager's information will be displayed on the top right corner of the screen. Feel free to contact them with any queries regarding your properties.

FAQs:

- **I forgot my password, what should I do?**
  If you forget your password at any stage, click on the 'Forgot password' link in the Owner Access login screen and enter the email linked to your account to reset your password.
- **What is 'Financial Activity (all properties)'?**
  This is a 12 month financial summary of your folio. You can click 'More details' to see a full breakdown of expenses, set a specific date range and view data for all properties or a specific property.
- **I need help with my Owner Access page, who do I contact?**
  It's best to contact our support team if you have any queries regarding your property or Owner Access page. You can contact them at support@propertyme.com
- **Can I delete my Owner Access?**
  Yes, you can do this by logging into Owner Access and navigating to your Profile where you will see a 'Delete Account' button. Selecting 'Delete Account' will permanently delete your profile.

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