



PME Manual

PME MANUAL AND SALES
MANUAL
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QUICK GUIDE

The best practice forms and other information referenced throughout the PME manual can be found at member online in the corresponding folder number to the chapter. www.realestateexcellence.com.au

Stacey Holt Real Estate Excellence
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Welcome to the PME manual and the PME system - Stacey Holt -

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PME is an acronym for **Property Management Excellence**. The PME system includes the PME manual in full version plus via chapter reference folders, training videos and hundreds of best practice forms. Your agency also has a tenancy sign up CD presentation that is posted to your office upon commencement of membership, plus a link from you tube is provided to enable effective time management, risk management and to ensure tenants are receiving the same information each time they enter into a tenancy agreement with your agency. If your agency ever misplaces the link, simply email us to receive.

PME member offices need to ensure their agency refers to the online version of the PME manual, as the online version has the most up to date information and is most current. The version number is on the footer of each page. The versions are updated online as required due to best practice changes, QCAT cases and or legislative updates. If your agency is ever in doubt as to the current version number, please email Real Estate Excellence or refer to www.realestateexcellence.com.au. Members are advised of version updates via the member update service each month emailed to members (as per email addresses provided by the agency to Real Estate Excellence). The Member updates are also available to view online in the Member Updates folder. If an urgent change is needed to the PME manual due to a QCAT case and or legislative change, emails are sent to the main contact of the office to advise that an update to the manual has occurred.

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