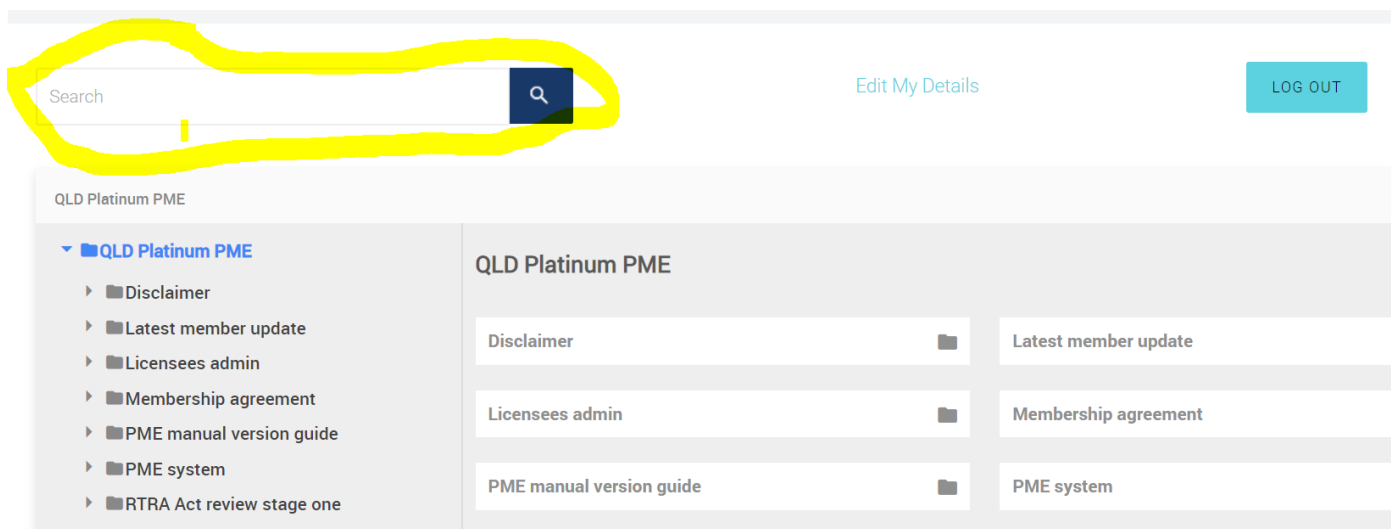


To find information within the PME system, it is recommended to use the PME detailed chapter version guide or search as shown below. Searching the detailed guide is the recommended options as it will show the contents of each chapter and pick up the key words. Such as search gutters whilst reading this guide. You will find it is in chapter/folder 3 of the system. Remember, we are an email away for support if needed. [Email us for support.](#)



Tips on how to search and use the PME system

Welcome to the PME manual and the PME system - Stacey Holt - Author of PME

Company Director - Real Estate Excellence Academy Pty Ltd

PME is an acronym for Property Management Excellence. The PME system includes the PME manual divided into 39 chapters, training videos and hundreds of best practice form/email templates. Your agency also has a tenancy sign up link from you tube 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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Property Occupations regulations

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Chapter Folder online/33 | Landlord listing booklet/guide

The word document can be downloaded at member online folder landlord listing booklet. All that is needed is minor edits to personalise to suit your office, add agency logo and agency information and pdf the file ready for print and or electronic sending to landlords. Ensure the booklet is read thoroughly your agency to ensure best practice recommendations discussed are provided by your office. Download the booklet at folder 33 and or folder 02.

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34.1 Disaster management best practice guide – the law and best practice

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35.1 An overview of tree and fencing laws for sales and rental property including scripts for clients as to why the agency cannot deal with private civil matters

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