



COASTAL PROPERTY  
GROUP



Management Services  
Sales and Letting  
Maintenance

“ A professional organisation  
with a personal touch.

Our clients are our business and we understand  
the importance of taking care of them.

“ The Group comprises of three individual but fully integrated companies and employs a team of dedicated staff.

Founded in 1994 as a small, two-person property management company, Coastal Property Group was eager to make its mark on the local property scene in Cape Town. The company did just that and today, the Group comprises of three individual but fully integrated companies and employs a team of dedicated staff. The three companies - Coastal Property Management Services, Coastal Property Sales and Letting and Coastal Property Maintenance are proud to boast continued year-on-year growth and an ever expanding client base and service offering.

We consider ourselves a progressive, professional organisation with strong morals and a drive to offer our clients an efficient service with a personal touch. We provide a level of service that keeps our clients coming back to us. Our clients are our business and we understand the importance of taking care of them. Whether we are managing a body corporate, marketing a property for sale or to let or dealing with maintenance related matters, our clients can be assured that our knowledge and years of experience will stand them in good stead.

The following factors influence the way we do business and are the fundamental reasons for our success:

#### **UNDERSTANDING**

Understanding clients' requirements goes a long way to meeting and exceeding expectations.

#### **RELATIONSHIPS**

Every relationship is a building block that we nurture and hold.

#### **SERVICE DELIVERY**

In our industry, service sets us apart. Much of our business has been achieved through word of mouth rather than conventional marketing methods.

#### **DEVELOPMENT**

Our staff always strive to develop and grow within their fields and this has a direct and positive impact on all companies within the Group. We remain at the forefront of our industry by ensuring that our staff are equipped with the knowledge, skills and tools they require to perform their duties competently.

#### **TECHNOLOGY**

We constantly work closely with our software engineers to ensure that our system meets the company's needs in this ever changing digital world.

#### **FUN**

Love what you do and have fun while doing it. This goes a long way in creating an enjoyable and productive working environment.



Understanding. Relationships.  
Service Delivery. Development. Technology. Fun.

“ Our management services company is regarded as the engine that drives the Group forward.

Coastal Property Management Services is a specialist property management and financial services company offering bespoke Sectional Title management services to residential and commercial bodies corporate. Within our portfolio, we also manage a number of homeowners associations and shareblocks.

Our management services company is regarded as the engine that drives the Group forward. It remains the core of our business having built Coastal Property Group into what it is today.

The company's service offering is broken down into three distinct categories each tailor-made to suit our clients' specific requirements.

#### **PROPERTY MANAGEMENT**

This involves the ongoing and effective maintenance of common property areas within a body corporate, homeowners association or shareblock. Our Portfolio Managers, together with the assistance of our maintenance staff and the reliable service providers who we know and trust, ensure that the common areas are well maintained at all times.

If a full time caretaker or cleaner is employed, we take care of all statutory requirements. We offer site inspections, meter reading, collections and deliveries to name but a few of our optional services.

#### **FINANCIAL SERVICES**

Whether a client wants to refurbish their foyer, pave their parking area, raise a special levy for a large painting and waterproofing project or build up a reserve by increasing levies, Coastal Property Management Services offers financial advice and planning to make all these improvements possible.

Our primary goal is to preserve and enhance the value of every property in our portfolio and nothing is more important than the management and investment of our client's money. We ensure that all our clients are kept fully informed by preparing and submitting management reports on a monthly basis.

#### **CONSULTATION, ADMINISTRATION AND SECRETARIAL**

Our Portfolio Managers are respected for their knowledge on the Sectional Titles Act, a vital part of what we do. Minutes of meetings, assisting with procedural matters, distributing notices and circulars as well as arranging and attending Trustee meetings are some of the tasks performed on a daily basis.



Management Services  
Tailor-made services to suit our  
clients' requirements





“

Although our main areas of the Atlantic Seaboard, in the City continue to successfully enter new





focus have always been along  
Bowl and Southern Suburbs, we  
w areas in and around Cape Town.



Sales  
Offering sound investment  
opportunities



“ Property valuations. Market analysis.  
Effective online marketing. Regular progress updates.  
Flexible viewing hours. Competitive commission  
structure for existing clients.

With a large demand from our client base for sound investment opportunities within our management portfolio, we have strategically established a new sales division.

A separate company, Coastal Property Sales and Letting, has been formed which offers a combination of brokerage and letting services in both the residential and commercial arenas.

Our aim is to effectively source and sell properties on behalf of our clients in the greater Cape Town

area with our primary focus being the Atlantic Seaboard, an area we love for all the right reasons.

Over the years, we have built up a large network of strong associations and partnerships with individuals and companies, providing us with a solid foundation and a competitive edge within the industry.

Our ever expanding database of property owners and investors presents our marketing department with a captive audience that knows and trusts us.

Whether you are looking to offload your property portfolio, purchase a new family home or invest in an apartment for buy-to-let purposes with high yield potential, we are confident that we can assist in meeting your needs.

“ Comprehensive screening of tenant applications. Effective online marketing. Ongoing maintenance and upkeep. Drawing up Lease Agreements that are fully compliant. Building strong working relationships. Timely collection and payment of rent. Management of a Trust account in accordance with the Estate Agency Affairs Act. Legal matters. Distribution of monthly Disbursement Statements. Inspection visits. Inventory taking.



A large part of the Group's services involves the letting and management of residential and commercial properties to professional individuals and companies. Our landlords entrust us to manage their properties. This is achieved by removing the complexities that most property owners deal with on a day to day basis.

Well maintained properties, happy tenants and the timely collection and payment of rental income are the three most important factors that have contributed to the growth of our portfolio.



Letting  
Removing letting complexities



Maintenance  
An internal maintenance solution

“ Painting. Waterproofing.  
Gate Repairs. Carpentry. Tiling and  
Flooring. Lighting.



The most recent addition to the Group, Coastal Property Maintenance, was setup to provide our Portfolio Managers and Letting Consultants with an internal maintenance solution to assist them in servicing their properties. With a wide range of maintenance related services on offer, our staff are actively involved in the repairs and general upkeep of buildings and often smaller, individually owned properties on a regular basis.

With the introduction of these services, the Group has benefited as a whole. We are now able to offer a more streamlined service, minimising the need to regularly follow up with external contractors and suppliers.



COASTAL PROPERTY  
GROUP

Head Office t 021 439 6205 e [info@coastalpropertygroup.co.za](mailto:info@coastalpropertygroup.co.za)

[f](#) [t](#) [in](#) | [www.coastalpropertygroup.co.za](http://www.coastalpropertygroup.co.za)