



LEGAL TRACE
SOUTH AFRICA
PROPERTY MANAGEMENT



COMPANY PROFILE

Business Portfolio • 2026

Protecting assets • Strengthening compliance • Delivering results

A division of Legal Trace South Africa (Pty) Ltd

1. Who We Are

Legal Trace Property Management is the property management division of Legal Trace South Africa (Pty) Ltd. We provide structured, accountable management for residential rentals, sectional title schemes, homeowners associations, commercial portfolios and building operations.

We were established to give owners, investors and trustees the same discipline Legal Trace is known for in tracing, vetting, debt recovery and legal administration. We protect income, reduce risk and keep portfolios aligned with South African legislation.

ORIGIN	LOCATION	FOCUS	EDGE
Legal Trace SA tracing, vetting and recovery expertise	KwaZulu-Natal	Residential, community schemes and commercial assets	Screening and legal-aware management

2. Mission, Vision & Purpose

MISSION STATEMENT <i>To protect and grow the value of every property under our care through disciplined administration, transparent financial control, rigorous tenant and levy recovery, and full alignment with South African property law.</i>

VISION To be the trusted property management partner for owners, investors and community schemes who want professional control, stronger collections and lower legal risk.	PURPOSE To take the operational burden off owners and trustees while improving the financial and legal health of the asset through documented, measurable processes.
--	--

3. Values

01	02	03	04
INTEGRITY	CARE	PARTNERSHIP	RESULTS
Transparent, factual reporting and accountable recommendations.	Treat every property as if it were our own investment.	Work as an extension of the owner, trustee or committee.	Compliance measured and improved.

4. What Sets Us Apart

SCREENING Credit, criminal, employment and reference checks before placement.	TRACING & RECOVERY Debtor tracing capability applied to rental and levy arrears.
LEGAL AWARENESS Processes aligned to the Rental Housing Act, STSMA, CSOS, POPIA and PPRA.	PROPERTY INTELLIGENCE Municipal rates, levies statements and property reports when required.

Who we serve

Private landlords & investors	Bodies corporate & trustees	HOAs & estate boards
Multi-unit rental portfolios	Commercial & industrial owners	Developers at handover

5. Services at a Glance

Seven service pillars cover the full property management cycle. Detail for each pillar follows.

01 RESIDENTIAL RENTAL	02 SECTIONAL TITLE	03 HOA & ESTATES	04 COMMERCIAL
Letting, screening, leases, rent, inspections, maintenance, evictions	Levies, budgets, meetings, rules, CSOS, common property	Contributions, boards, guidelines, facilities, communication	Leases, recoveries, operations, vacancies, reporting
05 FACILITIES & ASSETS	06 FINANCIAL ADMIN	07 SPECIALIST SERVICES	
Maintenance, contractors, utilities, compliance, inspections	Statements, budgets, arrears, invoices, portfolio reviews	Tracing, vetting, municipal reports, projects, audits	

6. Full Service Catalogue

Every service can be included, optional or excluded per appointment. Scope is confirmed in the management agreement.

6.1 Residential Rental Management	
• Rent invoicing, collection, rand receipting	• Credit, criminal, employment and reference checks
• Lease renewals, rent reviews and notices	• Rental Housing Act-compliant lease drafting
• Fault logging and contractor coordination	• Utility and access information for new tenants
• PIE Act-compliant eviction support	• Arrears follow-up and tracing-supported recovery
• Tenant relations, queries and breach management	• Notice management and deposit reconciliation
• Owner statements and rental roll	
6.2 Sectional Title (Body Corporate) Management	
• Owner records, registers and document control	• Correspondence, notices and statutory filing
• Levy billing, statements and collections	• Arrears arrangements and tracing-supported recovery
• Budget preparation and operating-cost control	• 10-year maintenance plan support
• Monthly management accounts for trustees	• Cash-flow monitoring and creditor coordination
• AGM, SGM and trustee meeting administration	• Agendas, minutes, proxies and action registers
• Management and conduct rules administration	• Breach notices and governance calendar
• Common property maintenance and work orders	• Quotations, contractor appointment and close-out
• Insurance schedules, incidents and claims support	• CSOS registration, returns and correspondence
• STSMA compliance coordination	• Staff payroll and labour administration
• Annual cycle: budget, levies, insurance and AGM	• Trustee communication and implementation tracking
6.3 Homeowners Association & Estate Management	
• Levy and contribution billing	• Financial administration and cash-flow reporting
• Board and committee meeting support	• Agendas, minutes, resolutions and action tracking
• Architectural guideline and plan-approval admin	• Estate facilities, security and access coordination
• Landscaping, common-area and amenity oversight	• Owner and resident communication
• Constitution and governance document control	• Dispute de-escalation and compliance support

6.4 Commercial, Retail & Industrial Management

• Lease abstracts and critical-date diaries	• Renewals, escalations, options and guarantees
• Tenant onboarding and operational coordination	• Service requests, access and compliance files
• Rent, operating cost and recovery billing	• Reconciliations and arrears escalation
• Cleaning, security, waste and landscaping	• Building operations, inspections and incidents
• Service-provider and contractor management	• Vacancy marketing and tenant-mix support
• Annual operating budgets and cost control	• CAPEX and project scoping support
• Management reports, lease schedules and dashboards	• Income risk monitoring and occupancy tracking

6.5 Facilities, Building & Asset Management

• Reactive maintenance triage, quote and dispatch	• Planned and preventive maintenance schedules
• Contractor sourcing, onboarding and SLA monitoring	• Invoice verification and performance reviews
• Cleaning and hygiene specifications and inspections	• Landscaping, grounds and irrigation coordination
• Security provider and access-control coordination	• Utility accounts
• Municipal query resolution and recoveries	• Building compliance with qualified specialists
• Asset registers, warranties and service history	• Emergency call-out and client notification
• Routine site inspections and condition reports	• Lifecycle and replacement planning support

6.6 Financial & Portfolio Administration

• Monthly owner and client statements	• Income and expense exception reporting
• Budget preparation and variance analysis	• Arrears tracking with documented escalation
• Creditor and supplier invoice processing	• Maintenance spend and quotation comparison
• Trusted-related administration	• Municipal account and utility recoveries
• Annual portfolio review and recommendations	• KPI reporting against agreed service standards

6.7 Specialist & Value-Added Services

• Debtor tracing for rental and levy arrears	• Advanced tenant and applicant vetting
• Municipal rates, taxes and levies statements	• Property valuation and ownership reports
• Condition audits and compliance-gap reviews	• Rental benchmarking and portfolio optimisation
• Asset-protection planning and risk registers	• Capital works and upgrade project support
• Procurement, tender comparison and appointment	• Utility efficiency analysis
• Certificate and statutory-record tracking	• Development snagging, handover and readiness
• Acquisition, disposal and operating-model advice	• Data clean-up and portfolio transitions

7. Management Process

01	02	03	04	05
DISCOVERY	TRANSITION	TAKE-ON	STABILISE	MANAGE
Review leases, finances, compliance and current issues.	Capture records, balances, key dates and suppliers.	Notify stakeholders and implement workflows.	Close gaps after the first reporting cycle.	Deliver scope, reporting and continuous improvement.

8. Regulatory Framework

We manage within the agreed mandate and coordinate compliance relevant to the property type.

Property Practitioners Act 22 of 2019 / PPRA	Rental Housing Act and Tribunal processes
Sectional Titles Schemes Management Act 8 of 2011	Community Schemes Ombud Service Act 9 of 2011
Protection of Personal Information Act 4 of 2013	Occupational health and safety requirements
Municipal by-laws, rates, utilities and local obligations	Scheme rules, constitutions and insurance conditions

This profile is a commercial document and is not legal advice. Final responsibilities are defined in the signed management agreement.

9. Contact

LEGAL TRACE PROPERTY MANAGEMENT

A division of Legal Trace South Africa (Pty) Ltd
+27 31 701 6553 • property@legaltrace.co.za
www.legaltrace.co.za
Pinetown, KwaZulu-Natal, South Africa

Your property. Our priority.

© Legal Trace South Africa (Pty) Ltd | All rights reserved | Company Profile 2026