

Estate Agent Management Software

Thank you very much for looking at this software, I hope that it will be useful to you!

Firstly, the system can be tailored to your needs, with all of your information filled in, it will filter through the system and make it tailor made for you! Just fill in the white blocks as shown below.

You can capture your branches (with codes for them), the starting month and year, your sales staff (with codes), a list of your advertising methods, your company name and the commission breakdown (which will work out sales staff commission to make payroll easier)!

Branches		
Code	Branch Name	Code
BR2	Bromley	BR2
BR3	Beckenham	BR3
BR1	Bickley	BR1
BR4	West Wickham	BR4
BR6	Oprington	BR6
BR5	St Mary Cray	BR5

Year of Start of Document	
Starting Month & Year	
January 2013	

Neg. Commission Structure	
Lettings 1st:	£5,000.00
%	10.00%
Lettings Rest:	
%	15.00%
Property Man. 1st:	£1,000.00
%	10.00%
Property Man. Rest:	
%	15.00%
Sales 1st:	£5,000.00
%	10.00%
Sales Rest:	
%	15.00%

Referral Method Options		
Zoopla		
Local Paper		
Flyer		
Email		
Website		
Friend		
Rightmove		
Shop		
Used Before		
Other		

Negotiators		
Code	Name	Code
MS	Master Sales	MS
MR	Mister Rental	MR
AB	Mr B	AB
CD	Mr D	CD
EF	Mr F	EF
GH	Mr H	GH
IJ	Mr J	IJ
KL	Mr L	KL
MN	Mr N	MN
OP	Mr P	OP

Company Name	
Ace Estate Agents	

The actual system is very is very simple to use, there are two tabs (per month, 1 being the starting month, through to 12 finishing off the year) that require input from you. Rentals and sales. The rentals require specific information regarding those rentals.. It is just a case of filling in the white blocks as shown in the pictures below.

Job Number	Branch Code	Negotiator Code	Date	Property	Client Name	Referral Method	Rent PCM	Ter (Mon
L1BR21MS1	BR2	1 BR21 MS	01/01/2013	4 Sample Street	Mr Renter	Zoopla	£800.00	
L1BR31MR1	BR3	1 BR31 MR	02/01/2013	2 Nowhere Lane	Mrs Tennant	Local Paper	£700.00	
L1BR11MS2	BR1	1 BR11 MS	03/01/2013	12 Whereisit Lane	Mr Money	Flyer	£600.00	
L1BR41MR2	BR4	1 BR41 MR	06/01/2013	2 Doesn't Exist Street	Mrs Cash	Email	£1,000.00	
L1BR61AB1	BR6	1 BR61 AB	12/01/2013	43 Overthere Avenue	Mr House	Website	£1,200.00	
L1BR51CD1	BR5	1 BR51 CD	14/01/2013	1 Here Park	Mrs Bungalow	Friend	£900.00	
L1BR42EF1	BR4	2 BR42 EF	16/01/2013	15 Sold Lane	Mr Terrace	Rightmove	£750.00	
L1BR62GH1	BR6	2 BR62 GH	20/01/2013	8 Somewhere Street	Mrs Flat	Shop	£880.00	
L1BR52IJ1	BR5	2 BR52 IJ	22/01/2013	22 Buythis Avenue	Mr Apartment	Used Before	£1,100.00	
L1BR22KL1	BR2	2 BR22 KL	25/01/2013	3 Lost Lane	Mrs Chalet	Other	£760.00	
L1BR12MN1	BR1	2 BR12 MN	28/01/2013	67 Long Street	Mr Castle	Local Paper	£870.00	
L1BR32OP1	BR3	2 BR32 OP	30/01/2013	2 Short Road	Mrs Home	Website	£650.00	

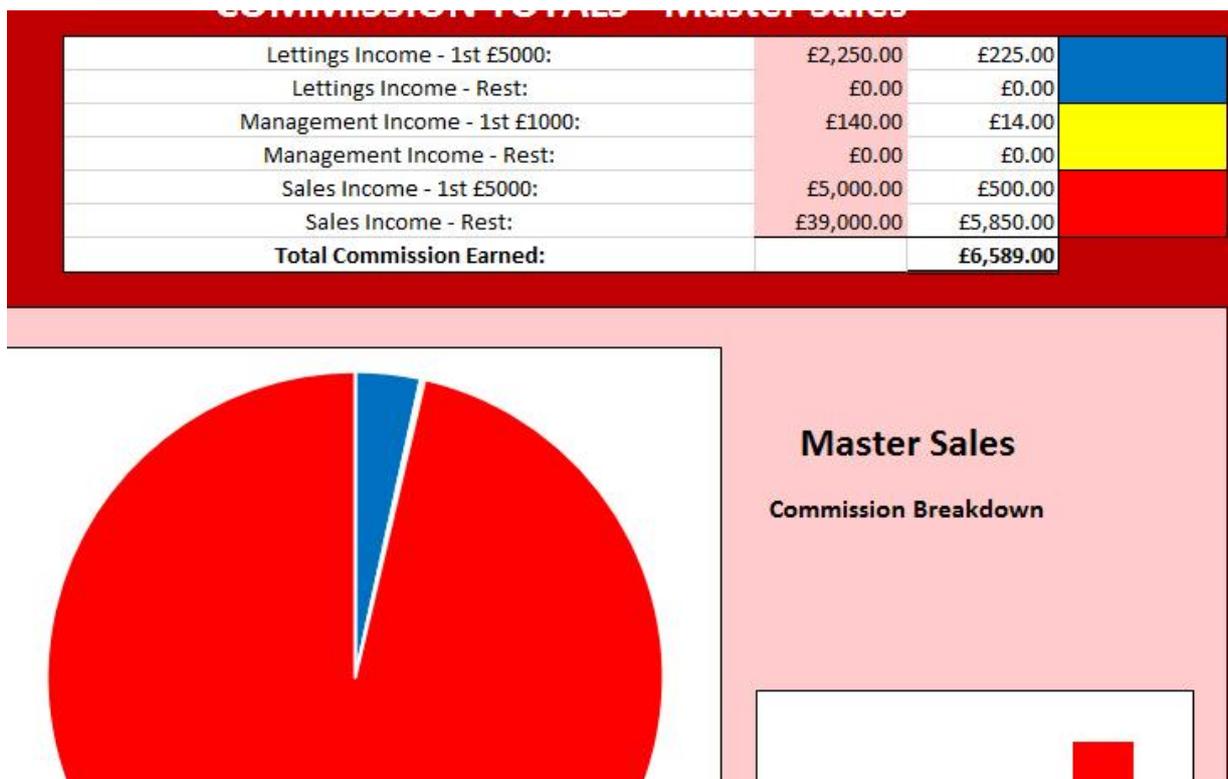
Negotiator Code	Date	Property	Client Name	Referral Method	Sale Price	Payment Received	Selling Fee %	Selling F
MS 1 MS1	01/01/2013	4 Sample Street	Mr Renter	Zoopla	£180,000.00	Yes	10%	£18,000
MR 1 MR1	02/01/2013	2 Nowhere Lane	Mrs Tennant	Local Paper	£170,000.00	Yes	10%	£17,000
MS 2 MS2	03/01/2013	12 Whereisit Lane	Mr Money	Flyer	£260,000.00	Yes	10%	£26,000
MR 2 MR2	06/01/2013	2 Doesn't Exist Street	Mrs Cash	Email	£300,000.00	Yes	10%	£30,000
AB 1 AB1	12/01/2013	43 Overthere Avenue	Mr House	Website	£420,000.00	Yes	10%	£42,000
CD 1 CD1	14/01/2013	1 Here Park	Mrs Bungalow	Friend	£190,000.00	Yes	10%	£19,000
EF 1 EF1	16/01/2013	15 Sold Lane	Mr Terrace	Rightmove	£750,000.00	Yes	10%	£75,000
GH 1 GH1	20/01/2013	8 Somewhere Street	Mrs Flat	Shop	£198,000.00	Yes	10%	£19,800
IJ 1 IJ1	22/01/2013	22 Buythis Avenue	Mr Apartment	Used Before	£110,000.00	Yes	10%	£11,000
KL 1 KL1	25/01/2013	3 Lost Lane	Mrs Chalet	Other	£376,000.00	Yes	10%	£37,600
MN 1 MN1	28/01/2013	67 Long Street	Mr Castle	Local Paper	£187,000.00	Yes	10%	£18,700
OP 1 OP1	30/01/2013	2 Short Road	Mrs Home	Website	£265,000.00	Yes	10%	£26,500

It is the same story with the sales. Not only does this provide the software with the information required, but is also a good log to see how your business is doing. As with the rentals, fill in the necessary data for the sales, as per this picture.

Month	Payment Received	Letting Fee %	Letting Fee	Management Fees %	Management Fee	Tenant Admin Fee	Landlord Admin Fee	Lettings Income	Total Lettings Income Less Man. Admin	Management Fee %	Monthly Management Fee	Tenant Admin Fee	Landlord Admin Fee
12	Yes	10%	£960.00	5%	£480.00	£50.00	£100.00	£1,590.00	£1,575.00	10%	£80.00	£5.00	£10.00
12	Yes	10%	£840.00	5%	£420.00	£50.00	£100.00	£1,410.00	£1,395.00	10%	£70.00	£5.00	£10.00
6	Yes	10%	£360.00	5%	£180.00	£50.00	£100.00	£690.00	£675.00	10%	£30.00	£5.00	£10.00
12	Yes	10%	£1,200.00	5%	£600.00	£50.00	£100.00	£1,950.00	£1,935.00	10%	£100.00	£5.00	£10.00
6	Yes	10%	£720.00	5%	£360.00	£50.00	£100.00	£1,230.00	£1,215.00	10%	£60.00	£5.00	£10.00
12	Yes	10%	£1,080.00	5%	£540.00	£50.00	£100.00	£1,770.00	£1,755.00	10%	£90.00	£5.00	£10.00
12	Yes	10%	£900.00	5%	£450.00	£50.00	£100.00	£1,500.00	£1,485.00	10%	£75.00	£5.00	£10.00
6	Yes	10%	£528.00	5%	£264.00	£50.00	£100.00	£942.00	£927.00	10%	£44.00	£5.00	£10.00
6	Yes	10%	£660.00	5%	£330.00	£50.00	£100.00	£1,140.00	£1,125.00	10%	£55.00	£5.00	£10.00
12	Yes	10%	£912.00	5%	£456.00	£50.00	£100.00	£1,518.00	£1,503.00	10%	£76.00	£5.00	£10.00
12	Yes	10%	£1,044.00	5%	£522.00	£50.00	£100.00	£1,716.00	£1,701.00	10%	£87.00	£5.00	£10.00
12	Yes	10%	£780.00	5%	£390.00	£50.00	£100.00	£1,320.00	£1,305.00	10%	£65.00	£5.00	£10.00

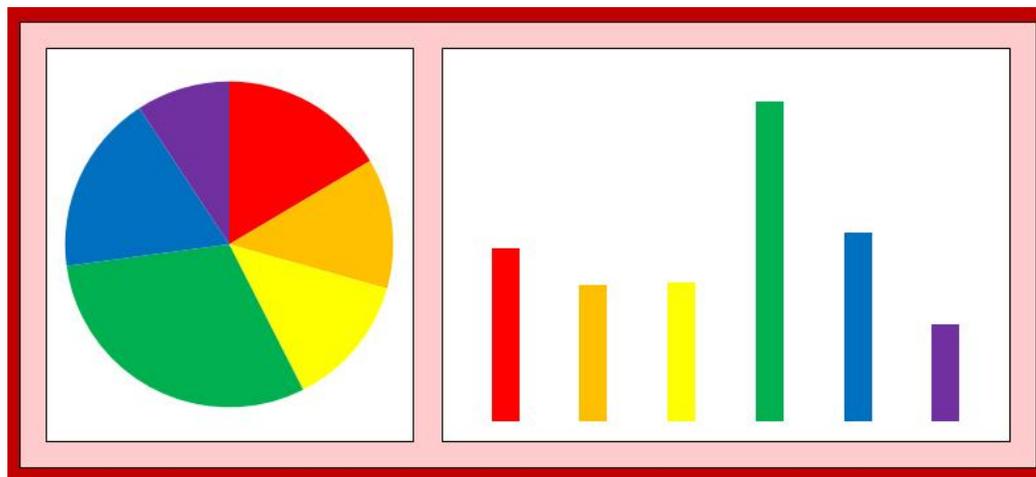
Once that is done, that is your job done! Now it is time to sit back and reap the rewards! Just take a look at all of the information that the software will produce for you!

Firstly, by selecting the required staff member, it will show you all of the sales and rentals done by that person as well as a breakdown of commissions earned by that person (based on what you have programmed in at the beginning).



It will also show you a breakdown of the different branches, and how much they have made in sales and rentals!

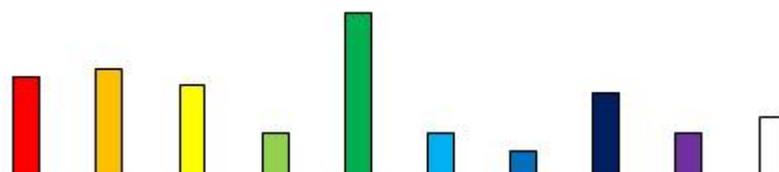
BRANCH REPORT		January 2013			
Ace Estate Agents					
BRANCH		Total Lettings Income Less Man. Fees	Total Property Management Income	Total Sales Income	TOTALS
Bromley	BR2	£3,078.00	£186.00	£55,600.00	£58,864.00
Beckenham	BR3	£2,700.00	£165.00	£43,500.00	£46,365.00
Bickley	BR1	£2,376.00	£147.00	£44,700.00	£47,223.00
West Wickham	BR4	£3,420.00	£205.00	£105,000.00	£108,625.00
Oprington	BR6	£2,142.00	£134.00	£61,800.00	£64,076.00
St Mary Cray	BR5	£2,880.00	£175.00	£30,000.00	£33,055.00
		£16,596.00	£1,012.00	£340,600.00	



It also gives a breakdown of all of the staff and their total sales, now you can see who is bringing in the most money!

NEGOTIATOR REPORT		January 2013			
NEGOTIATOR		Total Lettings Income Less Man. Fees	Total Property Management Income	Total Sales Income	TOTALS
Master Sales	MS	£2,250.00	£140.00	£44,000.00	£46,390.00
Mister Rental	MR	£3,330.00	£200.00	£47,000.00	£50,530.00
Mr B	AB	£1,215.00	£75.00	£42,000.00	£43,290.00
Mr D	CD	£1,755.00	£105.00	£19,000.00	£20,860.00
Mr F	EF	£1,485.00	£90.00	£75,000.00	£76,575.00
Mr H	GH	£927.00	£59.00	£19,800.00	£20,786.00
Mr J	IJ	£1,125.00	£70.00	£11,000.00	£12,195.00
Mr L	KL	£1,503.00	£91.00	£37,600.00	£39,194.00
Mr N	MN	£1,701.00	£102.00	£18,700.00	£20,503.00
Mr P	OP	£1,305.00	£80.00	£26,500.00	£27,885.00

Some people prefer to see it in a graph, so we have put plenty of graphs in to show you exactly what is happening at a glance! The graph below is a representation of the different sales people and what they have brought into the company!



As an added extra, there is also a sheet that will show you all of the referrer-methods that you entered, and how much money they each generated for each month of the year! This is particularly handy to help you spend your advertising budget, and it is a neutral program, so it doesn't have a bias toward any advertising means.

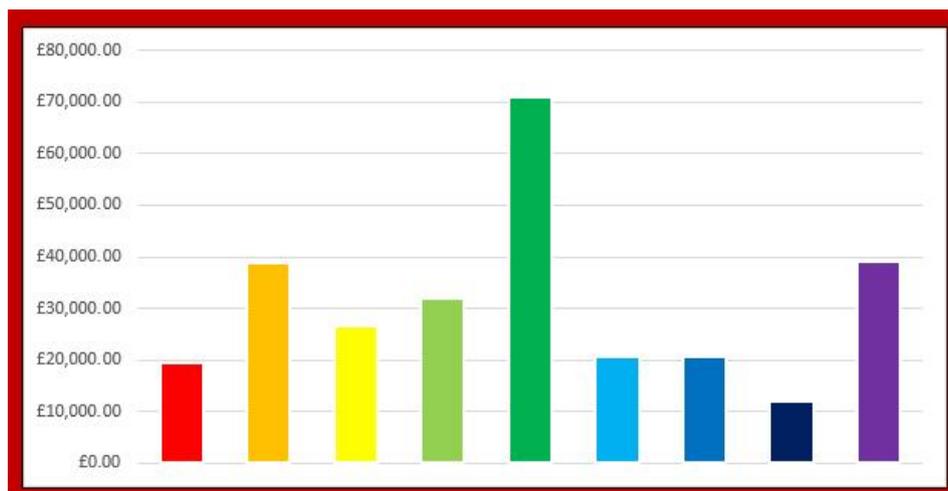
Local Paper				
Month	New Lettings	Renewal Lettings	Sales	Total
January 2013	£3,126.00	£0.00	£35,700.00	£38,826.00
February 2013	£0.00	£0.00	£0.00	£0.00
March 2013	£0.00	£0.00	£0.00	£0.00
April 2013	£0.00	£0.00	£0.00	£0.00
May 2013	£0.00	£0.00	£0.00	£0.00
June 2013	£0.00	£0.00	£0.00	£0.00
July 2013	£0.00	£0.00	£0.00	£0.00
August 2013	£0.00	£0.00	£0.00	£0.00
September 2013	£0.00	£0.00	£0.00	£0.00
October 2013	£0.00	£0.00	£0.00	£0.00
November 2013	£0.00	£0.00	£0.00	£0.00
December 2013	£0.00	£0.00	£0.00	£0.00
	£3,126.00	£0.00	£35,700.00	£38,826.00

This shows an annual figure, so that you can see easily (with the graphs) as to which method of advertising brings in the most money, in fact is hows a breakdown of all of your income and where it came from.

Zoopla	£19,590.00
Local Paper	£38,826.00
Flyer	£26,690.00
Email	£31,950.00
Friend	£71,050.00
Rightmove	£20,770.00
Shop	£20,742.00
Used Before	£12,140.00
Other	£39,118.00



This graphs shows clearly who the best advertising options are!



Thank you very much for taking a look at this software, I sincerely hope that you would benefit from it. It is created in, and runs from Excel, so it is fairly flexible and easily modified if you require and personal additions. Also, your staff will probably be familiar with Excel already!

There is a limit to the number of branches (6) and a limit to the number of staff (18), although we are able to adapt them to accommodate any quantities based on your requirements (for a fee).

If you wish to order a copy, or find out any more information, please make contact with us.

Thank you.



Please click on the logo to visit our website to see what we can do for you!