

Make office management easier and faster so you can focus on more productive activities and generate new cash flows for your business.

**RP Office is an integrated software package that helps you complete property management tasks with less time and effort. It simplifies routine tasks whilst enabling staff to be more productive and focus on high-dollar value areas of business.**

✓ **QUICK AND EASY TO USE**

Get diverse property data on the one screen in real time

✓ **AUTOMATE ROUTINE TASKS**

Reduce the effort and errors associated with everyday administrative tasks

✓ **ELECTRONIC DOCUMENT STORAGE & RETRIEVAL**

Saves space, time and the incidence of lost files

✓ **NO LOGGING OFF & BACKUPS**

Save downtime during end of month and statement runs

✓ **EMAIL LANDLORD STATEMENTS**

The faster, more convenient way to send statements including attached creditor invoices

✓ **EVOVLE WITH THE LATEST TECHNOLOGY**

Exceed customer expectations with the most comprehensive reporting

**rpdata.com**

*Real Property knowledge you can trust*

A convenient, fully featured system that will help you and your staff save hours on routine tasks so you have more time to focus on servicing your clients.

## WORK STATION

Access Tenant, Landlord and Property information instantly and in real time. In fact with RP Office you stay on one screen 90% of the time making the system quick and easy to use.

## TASK AUTOMATION

Ensure that staff follow proper office procedures and that routine tasks will not be overlooked. Simply set up automatic prompts for activities that need action and RP Office does the rest. It will even automatically print or email letters to tenants and landlords, send SMS messages and give you reminders.

## DOCUMENT STORAGE

Hard copies of documents take up storage space and can sometimes be mislaid. RP Offices' electronic document storage not only saves space, it saves time. All staff can have access to documents at the same time and retrieve documents faster.

## MINIMAL DOWNTIME

This means staff don't have to log off and back up during end-of-month or statement runs. Which means they can use that time to continue to work on revenue-generating activities - every month of the year.

## EMAIL LANDLORD STATEMENTS & CREDITOR INVOICES

Landlords value being informed in a timely manner and email is the quick and easy way to do it, especially if they are overseas. RP Office allows you to attach creditor invoices at the same time enabling you to provide a better service.

## THE RP OFFICE DIFFERENCE

As Australia's leading property information service provider, RP Data has conducted extensive research into what real estate professionals look for in an office management system. **RP Office is the result.**

The screenshot displays the RP Office software interface. On the left, there is a navigation pane with options like 'All Properties', 'All Users', and 'Managed Properties (26)'. The main area shows a table of properties with columns for 'Code', 'Tenant', 'Rent', 'IP', 'Paid To', 'On A's', 'Days', 'Vacant', 'Lease End', 'Rent Review', 'Inspection', 'Property Ref', and 'Owner'. A detailed view of a property is shown on the right, including fields for 'Unit No.', 'Address', 'City', 'State', 'Postcode', and 'Contact Info'. The interface is clean and professional, with a blue header and various icons for navigation and actions.

Work Centre of RP Office

Sydney • Melbourne • Brisbane • Perth • Adelaide • Wellington

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