



PROPERTY
PRACTICE

FOR PROFESSIONAL PROPERTY SERVICES

BACKGROUND

Moruti Property Practice, currently trading as M Property Practice, was established in 2003 with the sole purpose of driving Real Estate Investments, Sales, Advisory services and offer efficient and value added Property Management services.

The company is now a multi faceted "property practice" in passionately by Thuto Mosholi (MD) and Neo Malay with experienced support staff. The services provided include Commercial - Residential Sales & Management, Retail leasing, Facilities Management and Developments. Other professional services include Property Valuation and Urban Market studies.

In the long term the plan is to structure a high yielding investment property portfolio with the aim of creating a Property Fund with lucrative returns.



**Thuto Mosholi
(MD)**



**Nei Malay
(Finance)**



**Patricia Zwane
(Admin & Sales)**





Tiro Matsheka
(Letting & Sales)



Tsepo Monyatsela
(Maintenance)

VISION

A leading Property Investment and Management company in South Africa

MISSION

To be a highly profitable organisation generating good returns by providing an exceptional and innovative service in;

- * Property Portfolio Management
- * Property Valuation
- * Development Projects

STRATEGY

- * To seek, capitalise and deliver innovative solutions for the client and property investor.
- * To seek and acquire high income generating Fixed Commercial assets.
- * To explore and revitalise low income Underdeveloped properties.
- * To execute honest and high standard property Valuations.

SOCIAL RESPONSIBILITY

As a black owned organisation we commit ourselves to providing holistic solutions that will address social and economic problems like Unemployment, Skills shortage and a High Illiteracy rate in South Africa.





Umgababa Flats, Zamdela, Sasolburg - 88 Units



Brooklyn Student Commune, Vereeniging



Brownstone Student Commune, Vereeniging

KEY PERFORMANCE AREAS

ESTATE AGENCY (Residential and Commercial Sales)

RETAIL LEASING & VALUATIONS

PROPERTY MANAGEMENT

FACILITIES MANAGEMENT (Administration & Management)

INVESTMENTS & DEVELOPMENTS (Asset growth & financing)



Tswelopele Townouses, Zamdela, Sasolburg - 40 Units

PROPERTY MANAGEMENT

We provide a holistic service from marketing of vacant space, advertising, contract administration, rent collection and continuous care & maintenance. Our sister company Matwetwe Engineering & Construction, NHBC and CIDB registered, is responsible for all the maintenance and construction work.

Below is a breakdown of the services offered;

ADMINISTRATION

- * Advertising of vacant premises
- * Credit checks, reference confirmation and screening of tenants.
- * Preparation of lease agreements
- * Collection of deposits and ancillary costs.
- * Monthly rental collection & statements.
- * Reviewing and renewal of leases.
- * Property inspections.
- * Tenant Deposit trust.

MAINTENANCE

- * Building inspections and proposal for maintenance costs.
- * General maintenance through contractors.
- * Engagement or discharge of cleaners and / or caretakers.
- * Reading and billing of electrical / water sub meters.

VALUE ADDED SERVICE

- * Legal action on defaulting tenants on behalf of client.
- * On site security at premises.
- * Insurance broking.
- * Sectional Title Body Corporate Management
- * Residential Property Management.
- * Sales of commercial and Industrial properties.



NAC Building, Vanderbijlpark



Proctrust Office Park, Vanderbijlpark

FINANCIAL MANAGEMENT

- * Monthly rentals and recoveries.
- * Apportionment of Municipal charges and recoveries thereof.
- * Credit control measures.
- * Rent roll and Statements.
- * Income and Expenditure accounts.
- * Electronic payment to clients bank account.
- * VAT returns.
- * Payment of client accounts.
- * Payment of wages / salaries / levies
- * Monthly report on status of property (optional)

DATA MANAGEMENT

- * Electronic access to all financial information.
- * Advice on market trends, rental and economic indicators.
- * Revival software for property management, accounting and reporting.

SCHEDULE OF FEES

<u>Property Management</u>	<u>Residential</u>	<u>Commercial</u>
Tenant Introduction	5% of 1st 2 - 3 years of lease	5% of 1st 2 - 3 years of lease
Contract & Registration (once off)	10% of 1st month rental	15% of 1st month rental
Property Management fee	8 - 10% of Gross rental/month	9 - 12% of Gross rental/month
Value Added Services:		
Accounting, Tax & VAT	R600/month or size of portfolio	R900/month or size of portfolio
Credit check (once off)	R600	R600
Deeds search (once off)	R600	R600
Market survey report	R450/hr Depend on work scope	R450/hr Depend on work scope
Property valuation fee	SACPV Tariff plus R450/hr	SACPV Tariff plus R450/hr
Financial Feasibility study	R550/hr Depend on work scope	R550/hr Depend on work scope
Demographic study	R550/hr Depends on work scope	R550/hr Depends on work scope

PROJECTS EXECUTED

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<u>Project</u>	<u>Client</u>	<u>Value (R)</u>	<u>Status</u>	<u>Reference</u>
Retail Leasing at The Zone Mall Rosebank	Mexbells Café Old Mutual Properties	R 75, 000	Completed 2005 / Dec	Old Mutual, the minesh Kathard 011 788 1130
Asset Management	Nkululeko Investments	R 3.2 million	On going 2004 / Jan	M. Moshebi 016 933 0626
Property valuations Commercial & Residential	Niel de Klerk Valuers (Pty) Ltd		On going 2006 -	Q de Klerk 016 931 2972
GaRankuwa Retail Development Feasibility	Agang ka Thata Real Estate cc.	R 75 million development	2007 / Feb	G. Monageng 082 903 8446
Demographics study fo Retail development	Relaga Properties (Pty) Ltd	R 55,000	2007 / June	G. Monageng 082 903 8446
Vaal University Students Accommodation development	Sidlasonke Investments	R 4.2 million	2007 / Sep	M. Moshebi 016 933 0626
Urban Housing Finance proposal	Relaga Properties (Pty) Ltd	R 2.4 million	2007 / Sep	G. Monageng 082 903 8446
Asset Management	Sidlasonke Investments	R 2.2 million	On going	M. Moshebi 016 933 0626
Rental Management, NAC Building Vaal	Relaga Properties (Pty) Ltd	R 540,000 pa	On going	G. Monageng 082 903 8446
Re-zoning to guesthouse of 2 Properties	Sidlasonke Investments	R 80,000	2008 / Jan	M. Moshebi 016 933 0626
Zamdela Retail development demographics	Sidlasonke Investments	R 85,000	2008 / May	M. Moshebi 016 933 0626
Property & Facilities Management Umgababa	Free State Development Corporation	R 600,000 pa	2008 / Sep	B. Mekoq FDC, 058 714 0060
Property & Facilities Management at Tswelopele	Free State Development Corporation	R 480,000 pa	2008 / Sep	B. Mekoq FDC, 058 714 0060

OPERATIONAL STRUCTURE & ORGANOGRAM

M PROPERTY PRACTICE

PROPERTY SALES & MANAGEMENT

M. ZWANE
M. MOSHEBI
N. ESTELLE ELIWA

PROFESSIONAL SERVICES

T. MOSHOLI
L. NESHUNZHI
N. MALAY

INVESTMENTS & DEVELOPMENTS

K. MPITSI
T. MONYATSHELA

DIVERSIFIED GROUP

PROPERTY SALES, MANAGEMENT & RETAIL LEASING

VALUATIONS, MODELING & FEASIBILITY STUDIES

FACILITIES MANAGEMENT

MARKETING & DEMOGRAPHICS

CONSTRUCTION & DEVELOPMENTS

REGISTRATION & ACCREDITATION

Member of the National Association of Managing Agents (NAMA)

Member of the Estate Agents and Affairs Board (EAAB)

Member of the Institute of Estate Agents Profession (IEASA)

Member of South African Council of Property Valuers Profession (SACPVP)

Member of the South African Institute of Valuers (SAIV)

Member of NAFCOG Construction Sedibeng Region

Member of South African Institute of Black Property Practitioners (SAIBPP)

CAPACITY

The operating team in M Property Practice consists of the Managing Director, Thuto Masholi, the Principal, Lucas Neshunzhi, and 5 supporting employees.

Thuto Mosholi - Commercial property Consultant

- * Commercial property sales and administration
- * Retail leasing and Brokerage
- * Finance structuring
- * Retail development and Tenant administration
- * Property valuations

Neo Malay - Senior Property Consultant

- * Property Sales and administration
- * Marketing and Listings
- * Client Liaisons

Montsheng Zwane - Property Consultant

- * Residential sales administrator
- * Marketing and Listings

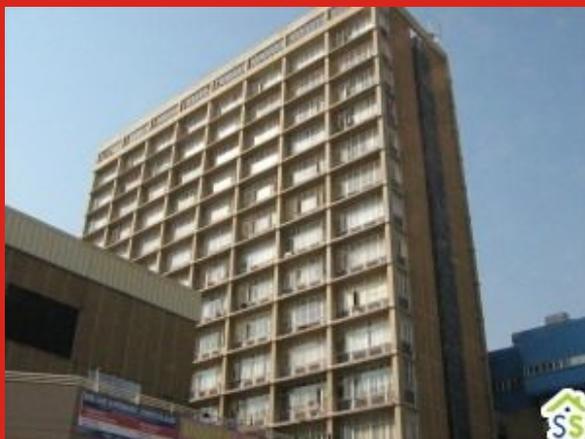
Leonard Mpitsi & Tshepo Monyatshela

- * Maintenance supervisor and daily operations
- * Construction projects manager

Tiro Matsheka

- * Account keeping and administration
- * Rent roll management
- * Financial administration

Our company is fully registered with the Estate Agency Affairs Board. All trust accounts are opened in terms of section 32(1) of the Estate Agency Affairs Act, 112/1976



Rainy Hill, Randburg



Rand President, Randburg

CURRICULUM VITAE

T.O.N. Mosholi (Managing Director)

Chem Eng Pr Eng, N Dip Real Estate unisa, MSACPV, MIEA, MSAIV, Candidate Valuer.

Thuto has over 6 yrs active experience in the Property Industry and has also acquired the necessary skills and qualifications to participate as an expert Property Consultant. Thuto started with the management of Student communal housing and residential properties mainly in the Vaal triangle and Johannesburg in 2003. During this period he managed his own property portfolio and that of private individuals. In 2003/4 Moruti Property Practice and Sidlasonke Investments were created as special purpose vehicles to drive property investment initiatives via syndication and other methods of investing. The 2 companies have now grown independently as property owners and Moruti Property Practice is now a fully fledged Estate Agency, Property Management & Consultancy firm. The value of the portfolio under management is about R 25 million.

Thuto is a qualified Chemical Engineer with a BSc from University of Cape Town, he qualified in Commercial Property Practice from the University of Pretoria. In 2008 he completed a National Diploma in Real Estate specialising in Property Valuation with UniSA. He currently practices as a Candidate Property Valuer registered with the SA Council for Property Valuers. He achieved the status of Principal Estate Agent in 2004 with the Estate Agency board. Thuto regularly consults to various clients from investors, property valuers on financial feasibilities, demographics studies and property developments. He currently manages a team of 5 professionals in Moruti Property Practice. He is an active member of the following professional bodies; Registered Valuer with the South African Council of Property Valuers Profession (SACPVP); Member of the South African Institute of Valuers (SAIV); Registered Principal Estate Agent with the Estate Agents and Affairs Board (EAAB); Member of SAPOA (South African Property Owners Association); Member of SAIBPP (South African Institute of Black Property Practitioners).

Qualifications:

BSc Chemical Engineering University of Cape Town 1998
Estate Agents Board Full status Certification 2005
Certificate in Commercial Property Practice University of Pretoria 2005
Voyager Sectional Title Property management training, 2005
YDL/Nedbank Buy to Let and Property Tax training
National Diploma in Real Estate Unisa, Property Valuation

Business activities

- * Commercial Property Practitioner for M Property Practice cc
- * Consulting Engineer for own Engineering company Matwetwe Engineering
- * Candidate Property Valuer practising under supervision of Niel de Klerk Valuations

Membership and Affiliations

- * Registered Candidate Valuer with the SA Council of Property Valuers Profession
- * Member of the SA Institute of Valuers (SAIV)
- * Member of SA Facilities Management Association (SAFMA)
- * Member of the SA Institute of Estate Agents (IEA)
- * Registered Principal Estate Agent with the Estate Agents and Affairs Board (EAAB)
- * Member of SAPOA (SA Property Owners Association)
- * Member of SAIBPP (SA Institute of Black Property Practitioners)
- * Member of the SA Institute of Chemical Engineers (SAIChE)
- * Registered Professional Engineer with the Engineering Council of SA (ECSA)

RESOURCES

- * Moruti Property Practice utilizes Quickbooks Accounting software for Invoicing, Accounting and Record keeping.
- * Rental administration is done through Visual basic Spreadsheet and the Revival Property Management Software.

Vehicles:

M Property Practice owns 2 motor vehicles for business use, a Nissan 1400 Bakkie and a Toyota Corolla.

Assets (Properties owned and managed by company):

- * 3 Sectional Title Office Units in Proctrust Building Vanderbjilpark.
- * 2000 m2 Vacant stand opposite Vaal University of Technology.
- * 1 Sectional Title Townhouse unit in Rand President Randburg.

OFFICES

Vanderbjilpark

83 Pres. Kruger Street,
8 Proctrust Building
Tel: 016 933 3622
Fax: 086 687 2814

Zamdela Township Sasolburg

3038 Taylor Park
Opposite Hostels
Tel: 016 974 3071
Fax: 086 687 2814

P.O.Box 63328
Vaalpark
1948

property@matwetwe.co.za
admin@matwetwe.co.za

Tel: 0860111310
Fax: 0866872814

AUDITORS

Sephia Investments

Mr. Seth Mmbidi
28 Market Avenue, Vereeniging
Tel: 016 422 4393
Cell: 072 638 8425

BUSINESS REGISTRATION DETAILS

CC Registration : 2004/123916/23
VAT Number : 4090227028
Income TAX : 9509524154
COID : 2608/675/1600
RSC (Sedibeng) : 10069402
EAAB Fidelity : 2006100354

REGISTRATION & ACCREDITATION



E C S A



NATIONAL HOME BUILDERS



REGISTRATION COUNCIL