

Property Administrators

Property Administrators are professionals responsible for managing, overseeing, and maintaining real estate properties on behalf of owners or organizations. They ensure that properties are well-maintained, financially managed, and compliant with legal and regulatory requirements.

Duties and Powers

- Manage day-to-day operations of residential, commercial, or industrial properties.
- Collect rent, manage leases, and handle tenant inquiries and complaints.
- Coordinate property maintenance, repairs, and renovations.
- Prepare budgets, financial reports, and expenditure forecasts for property operations.
- Ensure compliance with property laws, safety regulations, and building codes.
- Oversee contracts with service providers, contractors, and suppliers.
- Conduct inspections to monitor property condition and identify maintenance needs.
- Maintain accurate records of tenants, payments, and property-related documents.
- Advise property owners on investment, improvements, and occupancy strategies.
- Resolve disputes, enforce lease agreements, and implement property management policies.