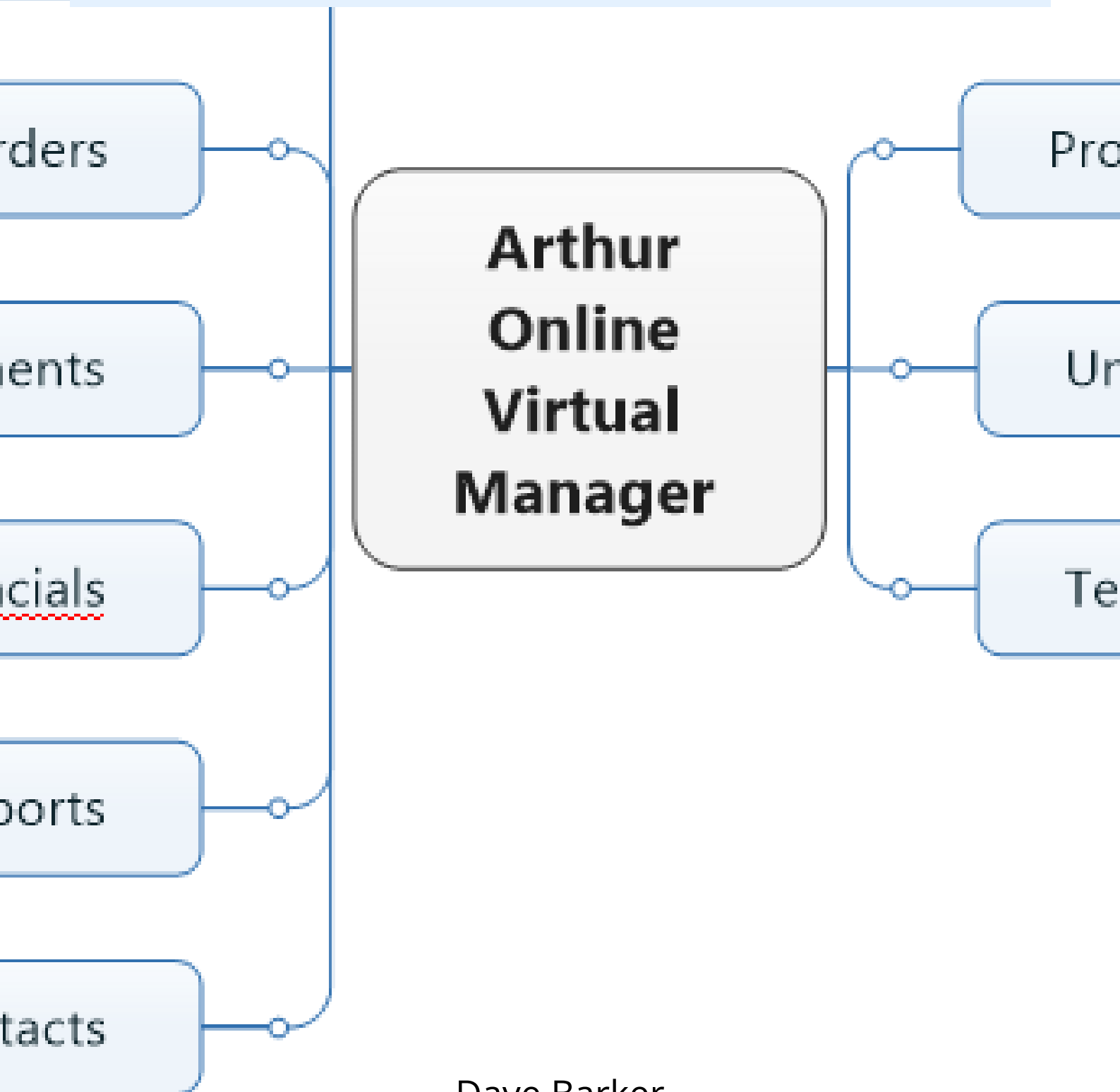


# Positive Virtual Management



# Positive Virtual Management eBook



At Positive Virtual Management we offer specialised, outsourced virtual management of your Arthur Online property portfolio.

By creating and managing properties, units and tenancies for you we put you in charge of your portfolio and help you earn real passive income.

We can connect your Arthur Online account to your favourite apps via [Zapier](#) to make your portfolio management as hands off as you desire.

# Adding Properties

## Properties



We can add properties to your Arthur Online account:

Single Lets

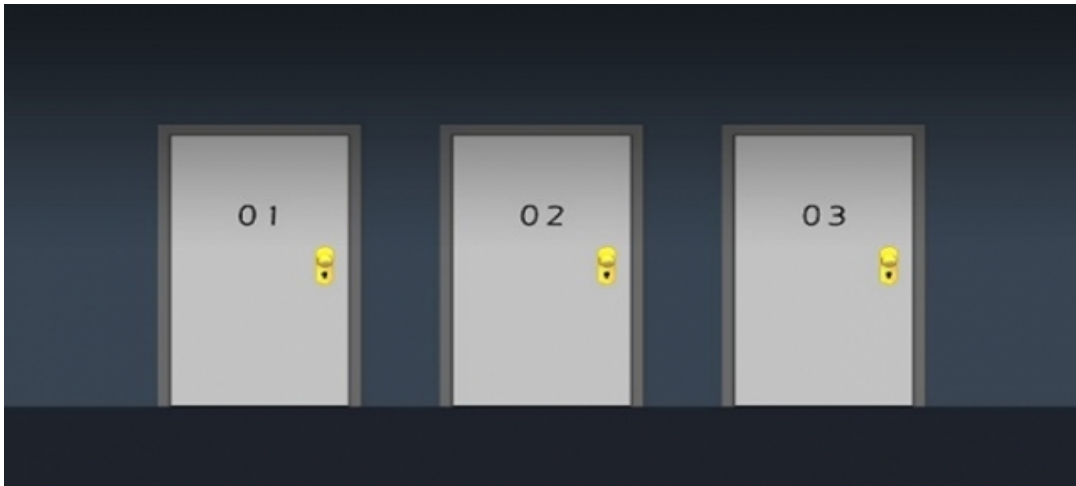
Multi Lets

Once the properties have been added we can then create the units associated with those properties:



# Adding Units

## Units



Once the properties have been added we can then create the units associated with those properties:

- Single Let units
- Multi Let units



# Adding Tenancies

## Tenancies



You have your properties and associated units, now for your tenancies.

We can:

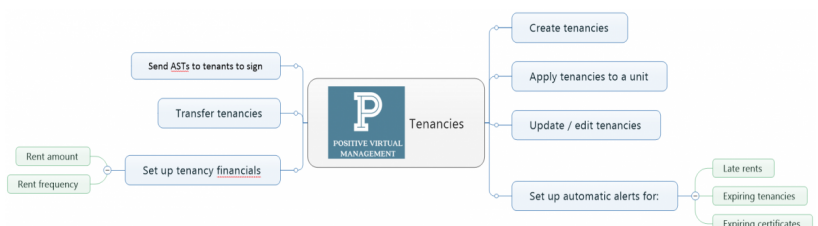
- Viewings for your properties and units
- Convert viewings into tenancies

We can then:

- Create the tenancy
- Set up the recurring rental charges
- Send the AST to the tenant to sign electronically

and then set up automatic alerts for:

- Late rent payments
- Expiring tenancies
- Expiring certificates
- and more.....



# Automating Arthur Online

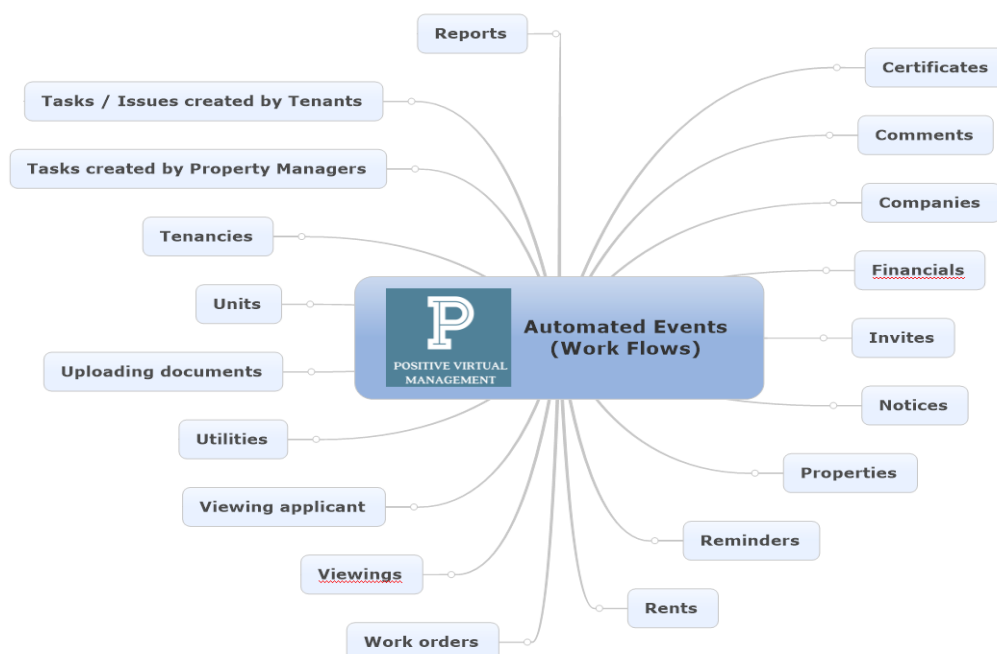
## Automated Events



Arthur has a list of default events but we can create a multitude of events using both default and bespoke events.

The automation of events is at the heart of Arthur. It is this area that, if set up well, will make your life a lot easier by automating your tasks and communications.

This is very powerful as there is no limits to the events and actions that we can create.



# Creating Tasks

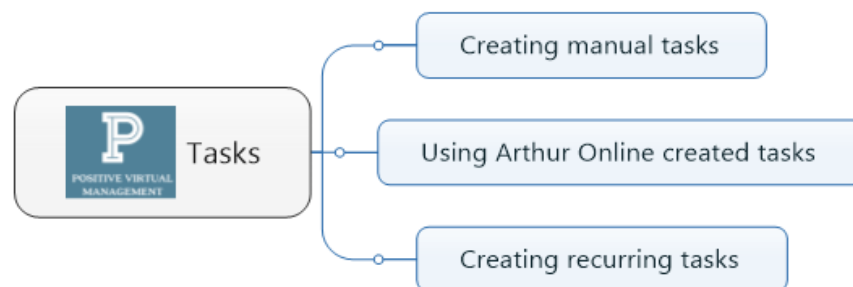
## Tasks



Tasks are created for solving or dealing with an event. Within the task are many functional elements available to aid its completion.

Manual and recurring tasks can be created for:

- Properties
- Units
- Tenancies



Once a task has been created it can be connected to a Work Order

# Creating Workorders

## Work Orders

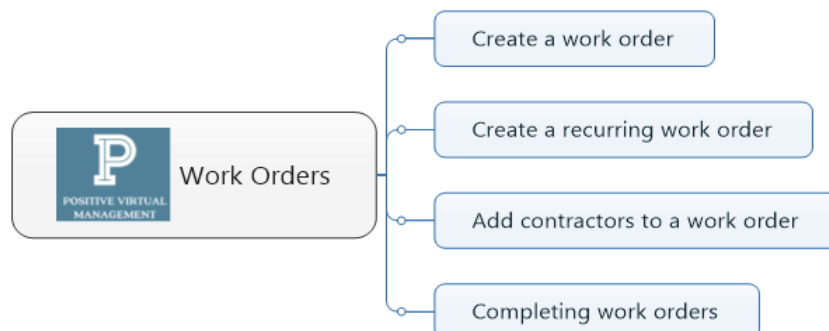


Work orders are effectively worksheets to be sent to a contractor to carry out work.

Work orders are generally, but not necessarily, attached to a task.

For example:

- A task is created at property level regarding a leaking tap.
- A work order can then be created and assigned to a contractor who has access the Arthur Online app.





# Adding Your Documentation

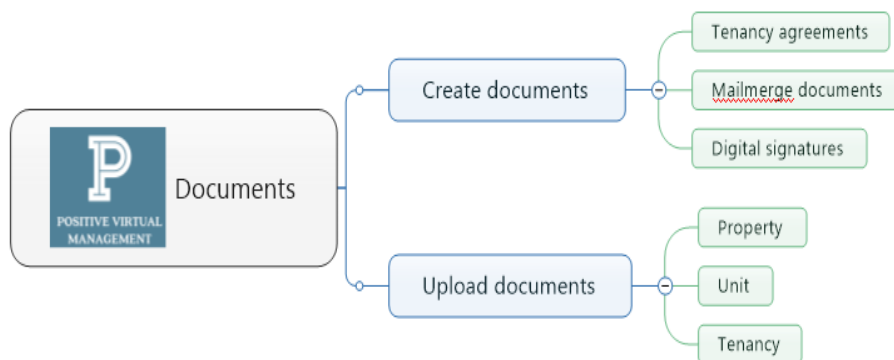
## Documentation



Provide us with all your documents and we will upload them to the correct hierarchy level:

- Property
- Unit
- Tenancy

and then share them with the relevant parties via the Arthur Online platform.



# Looking after your Financials

## Financials



**Self Managing landlord who collects rent for themselves:** In this scenario you are managing the property on behalf of yourself (as the property owner). As such you will want to generate a property owner statement for yourself which will provide you with an income and expenditure statement that can be referred to at any point.

**Self Managing landlord who uses agents to collect the rent:** In this scenario you are managing the property on behalf of yourself as the property owner and the agent collects your rent and pays you less their commission.

**Property manager or agent acting on behalf of a property owner:** In this scenario a managing agent is managing the property on behalf of someone else as the property owner. The agent collects the rent and pays it to the property owner less commission. A property owner statement will need to be created.



## Using Arthur & Xero to Manage Your Property Portfolio



Integrate Arthur and an existing Xero account

Integrate Arthur and a clean Xero account

See the [Xero integration checklist](#)

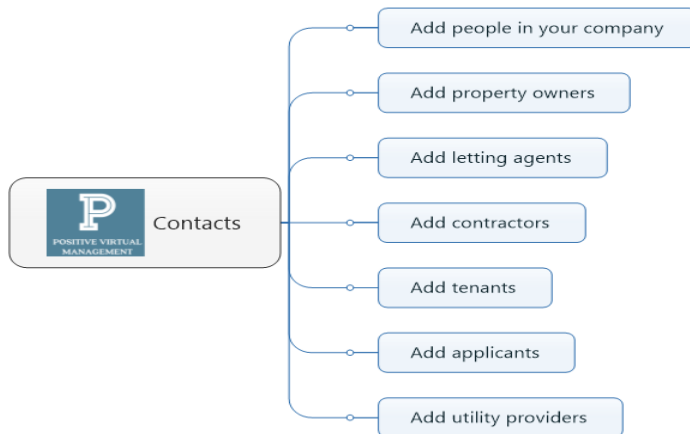


# Adding your Contacts

## Contacts



We can add your staff to your Arthur Online account as well as tenants, contractors, letting agents, property owners and utility providers which will allow you to communicate with them via the Arthur app.



## Reporting

We can create a wide range of bespoke reports as well as making use of the reports already available

