

# 10 Things Not to Do in your Property Management Company

A Guide By  Clear House Accountants

-  **Do Not**   
Use Residents Money for Company Use
-  **Do Not**   
Share tenant data with Unauthorized Users
-  **Do Not**   
Get Major Works done without Issuing Section 20, If required
-  **Do Not**   
Ignore Changes in Legislation
-  **Do Not**   
Risk not having a Risk Management strategy in Place for each Property
-  **Do Not**   
Ignore Preparation & Certification of quality Service Charge Accounts
-  **Do Not**   
Ignore Security measures on each Property under Management
-  **Do Not**   
Ignore Efficient Billing, Collections and Cash Monitoring
-  **Do Not**   
Ignore having an Incident Response Team in place
-  **Do Not**   
Ignore Efficient Communication Channels with Clients

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