

Jurds

*How to access all of your tenancy information
online using our PropertyMe Tenant Portal*

Follow the steps outlined below...

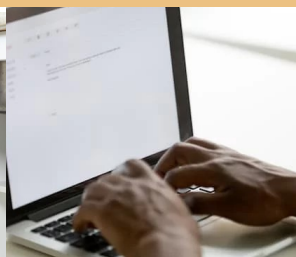
Open the following link in your web browser: <https://my.propertyme.com/sign-in>

1. Create an account using your current email registered with our office
2. Confirm your email address
3. Create a password
4. Log on to your portal

When account has been created you can securely access all details regarding your tenancy online.

This includes:

- Agreement start & end date
- Residential Tenancy Agreement
- Ledger
- Routine Inspection dates
- Bank reference codes
- Outstanding invoices
- Job progress items



Easily access your tenancy information online

Maintenance

Simply click 'New Maintenance' in the top left hand corner to create new job. Your property manager will be notified and will confirm via email who will be attending and their contact details.

Contact your agent

Easily contact your agent using 'Message Agent' button located next to the maintenance button.

Documents

Your Residential Tenancy Agreement, ledger and other miscellaneous documents are located in the top right hand menu button, under documents.