{{agent\_block\_3}}

{{agent\_block\_4}}

{{agent\_block\_5}}

{{agent\_block\_6}}

{{current\_date}}

{{recipient\_block\_1}}

{{recipient\_block\_2}}

{{recipient\_block\_3}}

{{recipient\_block\_4}} {{recipient\_block\_5}}

Dear {{recipient\_ block\_1}}

We're contacting you about our new lot owner and committee portal now available. You'll have 24-hour access to building and lot information, reports, documents and more.

Benefits of our portal

* + Everything in one place - view all of your properties in one portal account
	+ Automated notifications for new documents, upcoming levies and meetings
	+ Quick and easy levy payments

**Here's how it works**

 Register for a portal account using a valid email address.

 You'll be able to view building and lot information and download documents and reports at your convenience.



Automatic notifications by email and in the portal when a new document is available for viewing and you have an upcoming levy or meeting.

 Pay your levies using DEFT Payment systems

 You'll be able to view and download your levies, receipts and statements

  For more information, simply get in touch

 **Getting started**

To get started, contact us by calling {{phone}} or emailing {{email}} and we'll send you a portal invitation by email with simple registration instructions.

Yours sincerely

{{Manager}}

{{agent\_block\_1}}