

PROPERTY + TECHNOLOGY = PROPTECH

ARSH ELLAHI

Hi Arsh,

I am new to property investment and am really not an admin person. I've had some sticky moments where I have lost deals and subsequently money due to poor paperwork. What do you use on a daily basis to keep your admin minimal, and is there anything out there that will make things easier for me?

You're in for a treat – you are talking to a man who is meticulous about being organised! I am a firm believer in the **tidy house, tidy mind** theory, and therefore ensure whatever I do is filed, ordered and structured so I can get to what I need with very little effort.

This month, I'm sharing my bag of property investment tricks with you. This is my collection of tools and tricks gathered unintentionally over the years, which have become my go-to instruments in my daily grind as property investor and trader.

As you may know, I am an educator as well as an investor, and run the Elite Property Tribe. This mentoring programme has flourished into a strong community of like-minded individuals, coached by me on how to source, package and sell deals. Many of the tools I recommend to members are things I use myself and find essential.

DROPBOX

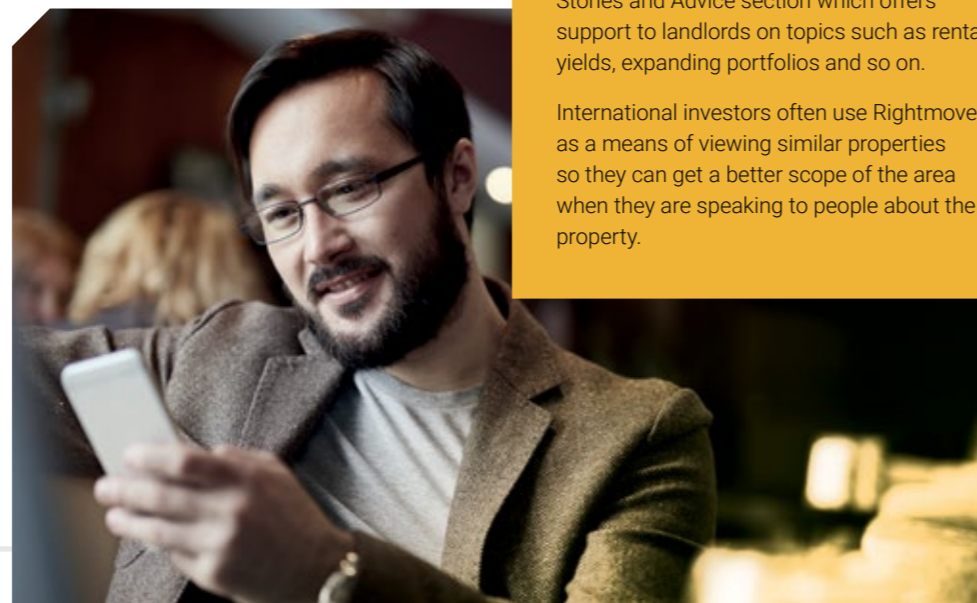
You can pretty much guarantee that if you have ever worked with me or I have needed to send you something, it would have been sent with a Dropbox link. I find this an essential tool for landlords and investors, who will often have several files they need to access to quickly, perhaps even on the move. It's cloud-based and can be accessed from any device. It's the best way to store and retrieve your documents.

I also find Dropbox a fantastic tool to store photos of property. For every property I visit, I take approximately 20-30 photos and instantly upload them using the Dropbox app. I can then delete them off my phone to avoid using up too much storage, but the photos are available for me to use or refer back to anytime.

Key tip: always remember to label the folders with the property to make them easy to find later.

If you are starting out, make sure you write everything down and keep records. If you are calling landlords/investors and need to do call backs, it will take a lot of mental bandwidth to remember when and who to call.

Dropbox allows you to create documents and spreadsheets that can be shared with people, who are able to work on them at the same time. I use this feature with my virtual assistants, and it keeps us all in the loop as to where each of us is in the process.



Get to know spreadsheets well and if you are a bit rusty, learn what you don't know with YouTube.

On a day-to-day basis, I use Dropbox to store receipts for items I purchase for HMOs and projects. My aim is to be paperless, so by taking a photo and storing them, I no longer have to worry about searching through a huge pile of receipts. If you name the receipt, it would be easy to find using the search feature. I have found this extremely useful.

When wearing my landlord hat, I use Dropbox to communicate with the cleaners in my HMOs. Every week, I ask them to take pictures to upload to Dropbox, creating a folder stating the date and time of the visit.

This allows me access to view the condition of the properties at any point and I use this as a point of reference. The cleaners have also been asked to take photos of anything that has been damaged or anything stored in communal spaces that could be a fire hazard.

These are documents I use all the time and need access to. Dropbox is brilliant for that, and it also backs up and syncs with my computer automatically so I never have to remember to do it myself.

Dropbox also can sync photos from your phone, so if the worst ever happens and you lose your phone, you have a handy back up of your precious moments.

RIGHTMOVE

It is the bread and butter of property searching, and allows you to do your homework with ease. Rightmove is the go-to place for being able to compare properties and do your research.

For many investors, it's the first port of call to find out about the local area – what is currently available? How much they are going for? And it will give you an indicator of the figures you should be working with.

Not only that, Rightmove also has a handy Stories and Advice section which offers support to landlords on topics such as rental yields, expanding portfolios and so on.

International investors often use Rightmove as a means of viewing similar properties so they can get a better scope of the area when they are speaking to people about the property.

SPAREROOM

Similar to Rightmove but specifically relating to room lets, SpareRoom allows you to make comparisons to other properties within the area.

BASECAMP

Now, my wife, who has recently delved into my world of work (or organised manic chaos), finds Basecamp essential to understand the numerous projects I am juggling, usually simultaneously.

For those of you who may not be aware of Basecamp, it is an online mini CRM system. Although not as well-known as some of its competitors, it is the ideal way to record to-do lists, project time lines, and create message boards that allow you to communicate with joint venture partners.

It isn't particularly complicated and, because it is mobile friendly, I will often jot down an idea, thought stream or anything else that pops into my head throughout the day. But what I especially like about it is that all my notes, files and information are all in one place.

PROPERTY HAWK

This is an excellent platform that helped me a lot as a landlord. It provides guidance and key documents that are free for landlords who sign up. It saves you lots of time and money by being able to a host of essential information for landlords including:

- Landlord forms
- Landlord software
- Gas safety certificates
- Landlord forums
- Advice and guidance

You could say this is the Landlord's Bible, as it has guidance on everything from boiler cover to spotting a cannabis factory. If you are a landlord looking for guidance or in need of some information, this is the place to go.

If you have a question you would like me to answer in next month's article, please email arsh@arshellahi.com and I'll aim to answer as many as I can over the following months.

Arsh Ellahi is the author of "Boom, Bust and Back Again: A Property Investor's Survival Guide"

PROPERTY INVESTORS APP

It is pretty fair to say that I am a huge gadget and tech geek. With my life being as busy as it is, there is nothing more brilliant than coming across a website or app that makes life simpler for people in property. That's where the Property Investor App comes in. It is the place to go to find well-sourced, packaged and appraised deals ready to go.

This highly professional app has all the vital information about the deals, galleries, maps, a message feature and the ability to reserve property deals directly. It can be downloaded from the Google Play Store and Apple Store and does an incredible job of being efficient and up-to-date.



FACEBOOK

You could be forgiven for thinking Facebook is simply a social media platform where you can check in on your Great Aunt and watch cat videos. But it is so much more than that.

Facebook has evolved to become a place where there are numerous networking opportunities as well as hosting property groups and events. If you are new to property and would like to get to know more about a particular style of investing, you can bet there is a Facebook group crammed with people who have a wealth of knowledge.

Have you discovered Facebook Marketplace? Many investors have sourced furniture and household items for their properties from there, on a tight budget. It is worth taking a look if you want to buy or sell items quickly near you.

Another way I use Facebook is for the buy/sell/swap groups within an area. There are a number of these around where people will do just that, buy and sell items, but you can always ask for recommendations for people who do particular jobs.

You can find some gems within these groups. For instance, my distaste for a certain Swedish furniture company is well known and when my wife wanted a rather large project completing, I put a message out on a local group asking for someone who could build a flat pack. The guy who contacted me works for this company and thoroughly enjoys building their products in his spare time. The guy was excellent and his service real value for money, which meant I got my weekend back and a happy wife. Win-win!

Do proceed with caution to check quality of work and never share personal information publicly on Facebook.

Bonus: Did you know you can get Whatsapp on your desktop computer? This means you don't have to switch between typing on your phone to working on your computer when you are interacting with people. You can download the app to your desktop or use the web messenger service.

I hope that has helped you with your admin issues. In order to do well at anything in the property world, you need to have your mental organisation in check as well as your paperwork. Here are some of the things I would advise to help you on a weekly basis:

- **Start Mondays with a positive mindset.**
- **Give yourself three targets you want to achieve by the end of the week. Do not procrastinate, make excuses or give up when you come across obstacles.**
- **Make yourself accountable. Have someone to check in with and report back to on your progress towards your goals.**
- **Friday reflection. Think of three things that went well that week, two things you are grateful for and one thing you want to work on.**

CONTACT

As always, you can connect with me on my social feeds by finding me on:

Mailing List www.arshellahi.com/deals
Facebook Profile www.facebook.com/arsh.ellahi.1
Facebook Page www.facebook.com/ArshEllahi123
Instagram www.instagram.com/arshellahi
Youtube www.youtube.com/c/ArshEllahi
Linkedin www.linkedin.com/in/arshellahi
Twitter twitter.com/arshellahi

To get access to all my updates and whereabouts, please sign up to my weekly newsletter at www.arshellahi.com

