

A wooden model house is placed on a document. The document has some text, including "28.5", "defau", "THE SELLER", and "THE PURCHASER". A pen is lying on the document. A blue box is overlaid on the top right of the image.

# Belmar Conveyancing Services

Balancing home & office  
with LEAP Conveyancer

 **LEAP Conveyancer**  
Everything you need to run your business.

**BELMAR**  
CONVEYANCING SERVICES

 **InfoTrack**  
Your Searching Partner.

InfoTrack is also the  
exclusive reseller of LEAP  
Conveyancer



## Home & Office

Belinda Bernardini has owned and operated Belmar Conveyancing Services for seven years, and has extensive knowledge of the industry with over 20 years experience in residential and commercial conveyancing. Belmar Conveyancing Services is located in Melbourne's outer eastern suburbs and is renowned for their efficient, competent and approachable staff. Belinda continually strives to offer her clients competitive rates for their property matters whilst still maintaining a high level of professionalism and expertise.

As well as managing a conveyancing business, Belinda is mum to four boys under the age of seven, so the word 'busy' is well established in her daily vocabulary. Unsurprisingly, running Belmar Conveyancing is a fulltime commitment, and Belinda is a master at juggling work while maintaining an active household.

In addition to spending up to four hours a day working from a desk, Belinda also maintains contact with clients when on the road, picking up and dropping the kids off, as well as regularly working in the evenings where she can snatch a few hours after the kids are in bed.

## Having a need

As Belmar Conveyancing has grown, Belinda realised her need for an advanced, secure and efficient system to help better manage her client matters. Her initial interest in LEAP Conveyancer was sparked as she required a program that could assist with the trust accounting she had recently set up for Belmar. Well aware that handling trust accounting could open the floodgates in terms of work that was otherwise inaccessible, it was a matter of when, and not if, Belinda would find a system to suit her needs. At that time Belinda had been using a manual system, but she knew this was a labour intensive and risky way to handle accounts and so her search for a system began.

While this need instigated her initial search, Belinda knew that trust accounting wasn't the only feature that her practice required. Being a mum and working from home meant that having remote access was imperative, and that stealing a few hours here and there when the kids have gone to bed, is critical to the smooth running of Belmar Conveyancing. To ensure she was able to do this meant that Belinda needed access to a remote system. Having previously been using cloud based system, Dropbox for this purpose, she was finding that the effort involved in setting up macros, generating letters and performing general tasks was a long winded and often complicated process, creating inefficiencies and niggly issues that could have been avoided.

In addition to those needs, Belinda used a 'running sheet' to keep track of all work conducted on client matters and to house the client details. This was another situation that didn't perpetuate efficiency for Belmar Conveyancing. This running sheet which was constantly referred to, became the informal client database, however, it was abundantly clear that this set up was not an efficient solution.

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Being able to open a trust account has opened doors to work that I may not have been able to get otherwise.

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## Having your cake and eating it!

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Since using LEAP Conveyancer I have managed to attract more work and therefore had to employ a part-time conveyancer.

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It gave me the capacity to increase my workload without compromising my job as a full time mum.

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Being time poor and having a demanding business, Belinda knew she didn't have time to waste trying to find a conveyancing system. Knowing that she needed trust accounting, remote access, and a simple and cohesive way to view her client matters and database meant that the requirements of the search were dictated by the availability and accessibility of these features.

When Belinda came across LEAP Conveyancer she was ecstatic to find that it fulfilled all Belmar Conveyancing's needs within the one system.

LEAP Conveyancer enables the efficient management of trust accounts, remote access is a breeze; generating letters, faxes and memos on the go is simple and takes minimal time, and all details come directly from the client matter. As the client details are prepopulated from the matter, this removed the need for creating macros and setting up documents that are often difficult

to wield and leave room for human error.

Belinda was also pleased to find that she no longer needed to use a 'running sheet' as all client details are saved to the matter in LEAP Conveyancer, thus creating a virtual file where all names, addresses, file references and other particulars are stored securely but are easily accessible.

Since signing up for LEAP Conveyancer, the efficiencies that Belmar Conveyancing has gained has meant that they have been able to generate further work, and therefore employ an additional part time conveyancer. For Belinda, training her new staff member on LEAP Conveyancer was a breeze, it only took two hours to get up and running with the system and from then on her new employee was able to navigate it like a pro, entirely due to its intuitive, user-friendly look and feel .

## The X factor

So what is it about LEAP Conveyancer that has the X factor for Belmar Conveyancing?

With so many features that have increased the productivity, efficiency and even growth of the business, Belinda shares what she has found to be the most beneficial about LEAP Conveyancer.

The remote access has been one of the most useful features as this means Belinda and her part-time staff can work whenever and from wherever they are, simply by accessing the matter through the LEAP app, which works on your iPhone, iPod, iPad or Android device. Belinda believes that this ease of remote access can comfortably open doors for locums, if required.

One of Belinda's favourite features is the speed and ease of the Acquisition document on LEAP Conveyancer, she believes that it now takes her less than 30 seconds per document. Prior to using LEAP Conveyancer, she believes that this task alone would have taken her up to 3 minutes, so on a weekly basis. While an extra two minutes a day may not seem like much, it's these types of little time savings that make the difference when

### About InfoTrack

InfoTrack is a market leading information broker providing a fast and easy solution for all your Property, Corporate and Personal searching and affiliated services. We are the exclusive reseller of LEAP Conveyancer and work to increase the productivity of your conveyancing business by streamlining your document production, searching, calculations, invoicing and trust accounting.

For more information, contact LEAP Conveyancer on 1800 098 354.



### About Belmar Conveyancing Services

Belmar Conveyancing Services is renowned for its highly efficient, competent and friendly staff.

Its primary aim is to provide its clients with affordable conveyancing services, without any compromise to the level of professionalism and expertise, deserving of all buyers and sellers of real estate.

[www.belmarconveyancing.com.au](http://www.belmarconveyancing.com.au)



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[www.infotrack.com.au](http://www.infotrack.com.au)

you have a young family and are running your own business.

Among the greatest inclusions of the program, Belinda says that having easy access to 1001 Conveyancing Answers is another huge benefit. Previously paying over \$200 each quarter for use of the document, Belinda now has no need to subscribe to it as full access is included with LEAP Conveyancer. This saves her both time and money as it can be reached at the click of a mouse from within the system.

Belinda finds LEAP Conveyancer extremely user friendly and easy to navigate, documents and precedents are fast and simple to generate, with many of the functions providing time saving measures - particularly valuable for any conveyancing business owners who have many other commitments outside of the workplace.

## Time is valuable

As a working mum, time is incredibly valuable to Belinda, finding a balance between work and family needs is a constant task. However, assisting her in keeping this hectic work/life balance under control is LEAP Conveyancer.

LEAP Conveyancer has enabled Belinda to source and take on more work than before and has allowed her to increase her capacity without compromise.

LEAP Conveyancer is about working for you, the small conveyancing practice. We know that you want to be able to increase your capacity, to work smarter and not harder, and save time for the things life is really about, like family.

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The best part is the staff and support personnel who are always happy to answer any questions regarding the program. They were integral in making the transition to LEAP Conveyancer an effortless change when installing and navigating new software creates nothing but headaches.

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Belinda is able to save herself more than 2 minutes per document, this can equate to enough time for her to sit down and have a much needed coffee break, or to prepare dinner for her family.

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The cost is negligible to the time and money that LEAP Conveyancer saves me.

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