



My Taylor & Martin Portal User Guide

Welcome to My Taylor & Martin

The My Taylor & Martin Account portal is an online platform for our clients to access to a wide range of information relating to their property. This includes access to our Terms of Service, Development Schedule, meeting minutes, proposed works and invoices.

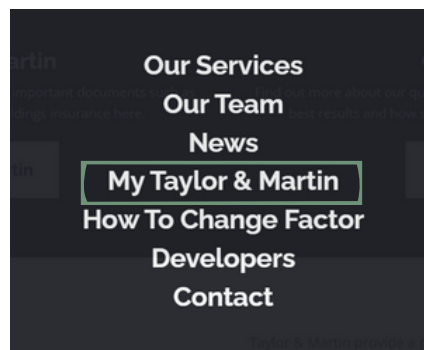
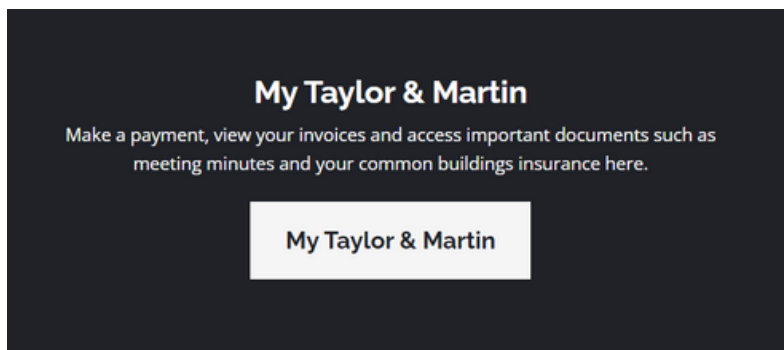
How to access the My Taylor & Martin portal

New clients are issued login information within the introductory letter sent when you first move into your property. Login details will consist of a Client Account number and URN (unique reference number).

For existing clients, you can find this at the top right-hand side of any invoice issued to you.

Logging in to My Taylor & Martin

This can be accessed through our website www.taylorandmartin.co.uk and selecting the My Taylor & Martin tab/button:



Or by scanning the QR code below.



Login screen:



Log On

Please enter your Client Account No and URN

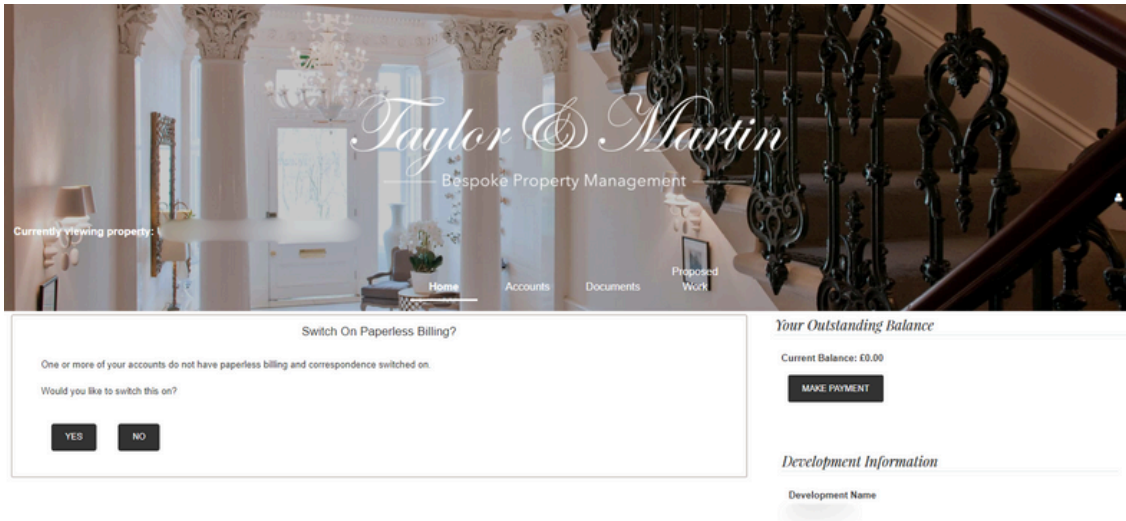
Account Information

Client Account No

URN

Log On

Home screen



Accounts

Customers can access and download their recent quarterly charge invoices, see the latest payments applied to their factoring accounts, and check their current account balance.

Statement of Account

[DOWNLOAD STATEMENT](#)

Welcome to Taylor & Martin's online portal where you can make payments, review invoices and see news updates for your property.

Transaction Date	Description	Invoice No	Type	Amount	Balance	View Invoice
06/06/2024	Payment Received - BACS		Credit			
17/05/2024	Invoice for Charges to 28/05/2024	696914	Debit			Download Invoice
20/02/2024	Invoice for Charges to 28/02/2024	689873	Debit			Download Invoice
20/02/2024	TAYLOR MARTIN PROP		Credit			

Documents

In the documents section, customers will be able to access a variety of documents relating to the property, such as:

Written Statement of Services - View our Written Statement of Services and Development Schedule that is unique to your development and outlines the services provided.

Written Statement of Services			
Date Uploaded	Description	View Document	View Attachments
29/09/2023	Written Statement of Services	Download Document	
29/09/2023	Development Schedule	Download Document	

Insurance - View a copy of the Block Insurance Schedule and Property Owners Liability Insurance Schedule.

Insurance			
Date Uploaded	Description	View Document	View Attachments
02/02/2024	Summary of Cover 2023-2024	Download Document	
02/02/2024	Policy Schedule 2023-2024	Download Document	

Meetings - View agendas and minutes of meetings held for your development.

Other Documents - View documents such as development plans and other relevant documents your Property Manager has uploaded.

Proposed Work

Here you will see all common works proposed, including the progress of votes or funds ingathered as applicable - offering full transparency on progress, whilst votes and payments remain anonymous. Votes for or against common works, or payments towards agreed common works can be made through this function

Proposed Works

Here you will find communication relating to Proposed Works. You will be able to submit votes and see all documentation relating to a proposed work.

No	Created	Name	Description	Status	Type	Target	Achieved
73	11/05/2020 15:12:01	Roof Work	Essential Roofing Work	Awaiting Client Funds	Normal	£81348.00	£0.00
55	16/09/2019 15:24:37	power washing	power washing entrance steps	Awaiting Client Votes	Voting Only	£0.00	£0.00

Payments

You can make secure direct payments to your account through the portal, with payments applied in real time and a receipt promptly sent to your email address.

Your Outstanding Balance

Current Balance: £349.85

Float Balance: £200.00

MAKE PAYMENT

Payment

Please enter your personal details below and you will then be redirected to a secure Sagepay site for payment.

Payments allocated in the following order: Float, Account.

Amount To Pay *

0.00

Card Billing Information

First Names *

Surname *

Address Line 1 *

Address Line 2

City *

Post Code *

Telephone Number

Email Address *

Process Payment