

USE IT MATE

The Offshore VA Lockdown Protocol

How to grant overseas staff access to PropertyMe without risking your rent roll.
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The 3-Step "Zero Gravity" VA Lockdown

As operational costs rise, more real estate agencies are heavily relying on offshore Virtual Assistants. However, allowing overseas staff to access your primary trust accounts from unmanaged, personal laptops is a massive compliance risk.

If an offshore VA's local laptop is compromised, or if they decide to download your client database, your agency is entirely liable.

Store the completed checklist with employee records.

Queensland-based • Remote-first • Managed IT for businesses

Never allow local downloads:

Utilize Microsoft SharePoint's "Conditional Access" policies to restrict offshore accounts to "Browser-Only" access. They can view and edit files online, but the "Download" button is completely disabled.

Enforce Location-Based Logins:

Restrict their Microsoft 365 logins specifically to their home country (e.g., the Philippines). If a login attempt happens from Russia or China using their credentials, it is instantly blocked.

The 1-Click Kill Switch:

Do not let VAs use personal emails for agency work. Issue them an agency-owned email address managed via Microsoft Intune. If the contractor leaves, you execute a 1-click global sign-out, instantly severing their access to all agency platforms.