



stratum title management
(Tasmania)

STRATUM TITLE MANAGEMENT (TASMANIA)

ABOUT US

Stratum Title Management (Tasmania) is a division of Serviced Offices Secretariat Pty. Ltd., (ABN 24 009 525 473) a Tasmanian company formed in 1989 to provide secretarial and administrative services.

The directors of Stratum Title Management (Tasmania) are land surveyors who have been involved with stratum title developments since the concept was first introduced in the 1960's.

The staff of Stratum Title Management (Tasmania) is fully conversant with the statutory requirements of the Strata Titles Act 1998 and amendments as they affect strata titles and body corporate matters. They know about the practical aspects of strata title ownership and the nature of problems that can and do arise.

Stratum Title Management (Tasmania) manages a large variety of commercial, residential, mixed use, large (60+ lots) and small (2 lots) bodies corporate throughout Tasmania.

As part of our service, we offer our clients a range of payment options for their body corporate levies through the DEFT Payment System operated by the Macquarie Bank. Convenient payment options include Australia Post Billpay, BPay, direct debit and credit card payments via the telephone or Internet.

Professional advice and peace of mind for property owners



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DID YOU KNOW

- The Strata Titles Act 1998 imposes duties and obligations that are required by law to be observed by all bodies corporate.
- If you own a strata lot (flat or unit) in a building or complex of units you are automatically a member of a body corporate.
- The body corporate is responsible for maintaining all the common property – this can include gardens, fences, shared service facilities, driveways, stairways and the roofs and walls of some units.
- The body corporate may make by-laws to manage and control the use and enjoyment of the lots and the common property.
- The model by-laws in Schedule 1 of the Act apply to all bodies corporate unless they have registered their own by-laws.
- Under the model by-laws animals are **not** permitted on a lot or the common property without the written approval of the body corporate.
- Normal 'house and contents' insurance will not cover your insurable interest in a body corporate.
- The body corporate **must** maintain a strata policy and public risk insurance.
- A comprehensive body corporate insurance package covering the private lots and common property can save you money and provide protection and peace of mind.
- A lot owner must not make or permit a change to the exterior character or finish of the building or structural improvements on the lot without the written permission of the body corporate.
- The purchaser of a lot becomes jointly and severally responsible for any outstanding contributions on that lot at the time of purchase.
- The owner of a lot must give the body corporate written notice of any change in the ownership of the lot.

A professionally managed body corporate can save you time, money and worry. Professional management will assist the body corporate to comply with the legal requirements of the Act and can help protect the value of your investment and the right to reasonable enjoyment of your home.

A professional manager is impartial and independent – an important consideration when protecting and enforcing your rights as a lot owner.

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OUR SERVICE

We can provide independent management, secretarial and advisory services for the purchasers or owners of strata lots. This may include any or all of the following :

Body Corporate:

- Formal establishment of the body
- Conducting meetings
- Keeping of records
- Maintaining Owners Roll
- Compliance with statutory requirements
- Making and registering by-laws

Management:

- Enforcement of by-laws
- Notices to owners
- Financial records and bookkeeping
- Selection and appointment of contractors
- Collection of body corporate levies
- Financial reporting and payment of accounts

Insurance:

- Negotiations with insurance broker
- Assistance and advice on claims
- Lodgement of claims

Maintenance:

- Property inspections
- Reports on future maintenance requirements
- Arrangements for all types of maintenance and repairs

General Advice:

- Ownership rights and obligations
- Use of common property
- Title boundaries
- Pets
- Disputes

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In addition, we recommend when other specialised professional advice is needed, such as may be required from a lawyer, building consultant, engineer or planner.

On owners instructions we can also report to estate agents, solicitors and intending purchasers regarding body corporate and related matters such as management committee members, by-laws, contributions, insurance, lot boundaries and common property.

COSTS

Our fee is a negotiated amount based on the service provided. The more functions and duties requested by the body corporate the higher the fee. The total cost is shared between **all** the owners.

Each body corporate has its own particular needs and requirements – a service can be tailored to meet the body corporate's needs for an annual fee.

Additional services can be arranged on either a fixed price or time basis as and when required.

CONTACT US

We welcome the opportunity to assist you in the management of your body corporate.

For an obligation-free discussion on how we might be able to help and how much it might cost please contact our office:-

MANAGER

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Website: www.stmtas.com.au

We can help protect your investment
Contact us for advice.

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