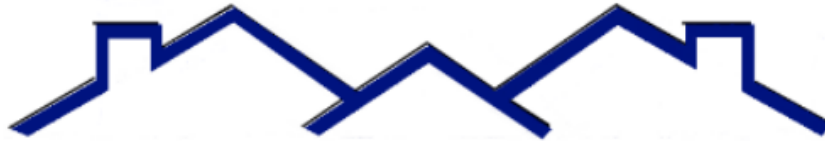


# MyBodyCorpReport.com.au



## Body Corporate Record Searching & Reports

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## Body Corporate Records Search

**Client:** A SOLICITOR FIRM / PERSON

**Matter:** SMITH PURCHASE FROM BLOGGS

**Date of search:** 1/11/2013

**Search Agent:** LISA RUTLAND

**Location of records:** A BODY CORPORATE MANAGER, 123 SOMEWHERE STREET, NOWHERE QLD

**Disclaimer:** This search is prepared based on the information contained within the body corporate records at the time of the search. No guarantee is given to the completeness of the body corporate records or the accuracy of the information contained within those records. This report represents an audit of those records as they are presented to the search agent and no liability to the accuracy of the data contained is given.

### THIS SEARCH IS IN RELATION TO:

**Body Corporate For:** I AM AN EXAMPLE

**CTS Number:** 12345

**Plan Number:** BUP 12345

**Address:** 456 SOMEWHERE STREET, NOWHERE QLD

**Lot Number Searched:** 10

**Reading This Search:** The information in this search relates to the specific body corporate above. Some fields will include a blue link to a specific article on the website [www.mybodycorpreport.com.au](http://www.mybodycorpreport.com.au) which gives generic information about the subject in question. This additional information is provided to give you a fuller understanding of the implications for the body corporate and the lot, however is not advice. Refer to your legal professional for discussions re how those circumstances may affect your individual situation..

**DETAILS OF THE BODY CORPORATE:**

Registration Date: 1/1/1997

Secretary: JUNE SMITH

Number of Lots: 10

Regulation Module: SEE BELOW

 Standard  
  Accommodation  
  Commercial  
  Two Lot Scheme  
  Small Schemes

**Is the Body Corporate part layered scheme:**  No  
  Yes

If yes, name of Principal Body Corporate: NOT APPLICABLE

**LOT SPECIFIC DETAILS:**

Real Property Description: LOT 10 ON BUP 12345

ROLL

Current Recorded Lot Owner: JOE BLOGGS

Mortgagee noted on the roll, if any: NOT APPLICABLE

**EXCLUSIVE USE ALLOCATED**Is there any exclusive use allocated in CMS?  No  
 Yes

If yes, details of the allocation(s): CAR SPACE MARKED 10

**SCHEDULE LOT ENTITLEMENTS**

Contribution Lot Entitlements: 10

Contribution Lot Entitlement Aggregate: 100

Interest Schedule Lot Entitlements: 15

Interest Schedule Lot Entitlement Aggregate: 250

Has there been a lot entitlement change?  No  
 Yes
**If yes, further details:** LOT ENTITLEMENTS HAVE BEEN CHANGED BY ORDER OF THE COURT, REVERTED UNDER 2011 LEGISLATION AND LATER REVERTED AGAIN UNDER 2012 LEGISLATION. CURRENT ENTITLEMENTS ARE PER COURT ORDER

**CURRENT LEVIES ISSUED FOR THE SUBJECT LOT:****Current Levy Year Issued:** 30/4/2014**Levies For The Lot Are Paid To:** LEVIES ARE IN ARREARS – REFER TO STATEMENT**ADMINISTRATIVE FUND LEVIES**

Period Issued: 1/5/2013 – 31/7/2013 Due Date: 1/5/2013 Payable: \$850.00

Period Issued: 1/8/2013 – 31/10/2013 Due Date: 1/8/2013 Payable: \$850.00

Period Issued: 1/11/2013 – 31/1/2014 Due Date: 1/11/2013 Payable: \$900.00

Period Issued: 1/2/2014 - 30/4/2014 Due Date: 1/2/2014 Payable: \$900.00

**DISCOUNT IF PAID BY DUE DATE:** 20%**TOTAL YEARLY LEVY PAYABLE: \$3,500.00****ADMINISTRATIVE FUND FIRST ISSUE FOR NEXT FINANCIAL YEAR**

Period Issued: 1/5/2014 – 31/7/2014 Due Date: 1/5/2014 Payable: \$900.00

**SINKING FUND LEVIES**

Period Issued: 1/5/2013 – 31/7/2013 Due Date: 1/5/2013 Payable: \$550.00

Period Issued: 1/8/2013 – 31/10/2013 Due Date: 1/8/2013 Payable: \$550.00

Period Issued: 1/11/2013 – 31/1/2014 Due Date: 1/11/2013 Payable: \$600.00

Period Issued: 1/2/2014 - 30/4/2014 Due Date: 1/2/2014 Payable: \$600.00

**DISCOUNT IF PAID BY DUE DATE:** 20%**TOTAL YEARLY LEVY PAYABLE: \$2,300.00****SINKING FUND FIRST ISSUE FOR NEXT FINANCIAL YEAR**

Period Issued: 1/5/2014 – 31/7/2014 Due Date: 1/5/2014 Payable: \$550.00

**INSURANCE LEVIES**

Period Issued: 1/5/2013 – 31/7/2013 Due Date: 1/5/2013 Payable: \$125.85

Period Issued: 1/8/2013 – 31/10/2013 Due Date: 1/8/2013 Payable: \$125.85

Period Issued: 1/11/2013 – 31/1/2014 Due Date: 1/11/2013 Payable: \$131.10

Period Issued: 1/2/2014 - 30/4/2014 Due Date: 1/2/2014 Payable: \$131.10

**DISCOUNT IF PAID BY DUE DATE:** NIL**TOTAL YEARLY LEVY PAYABLE: \$513.90****INSURANCE LEVIES FIRST ISSUE FOR NEXT FINANCIAL YEAR**

Period Issued: 1/5/2014 – 31/7/2014 Due Date: 1/5/2014 Payable: \$131.10

**SPECIAL LEVIES**

Are there any special levies issued?  No  Yes

If yes, what are the levies issued for? TO FUND REPAIR WORKS TO BASEMENT CAR PARK

If yes, details of Special Levies Payable: \$125.00 GROSS DUE 1/10/2013 – LEVIES ARE IN ARREARS AND THIS IS NOT YET PAID. REFER TO STATEMENT ATTACHED

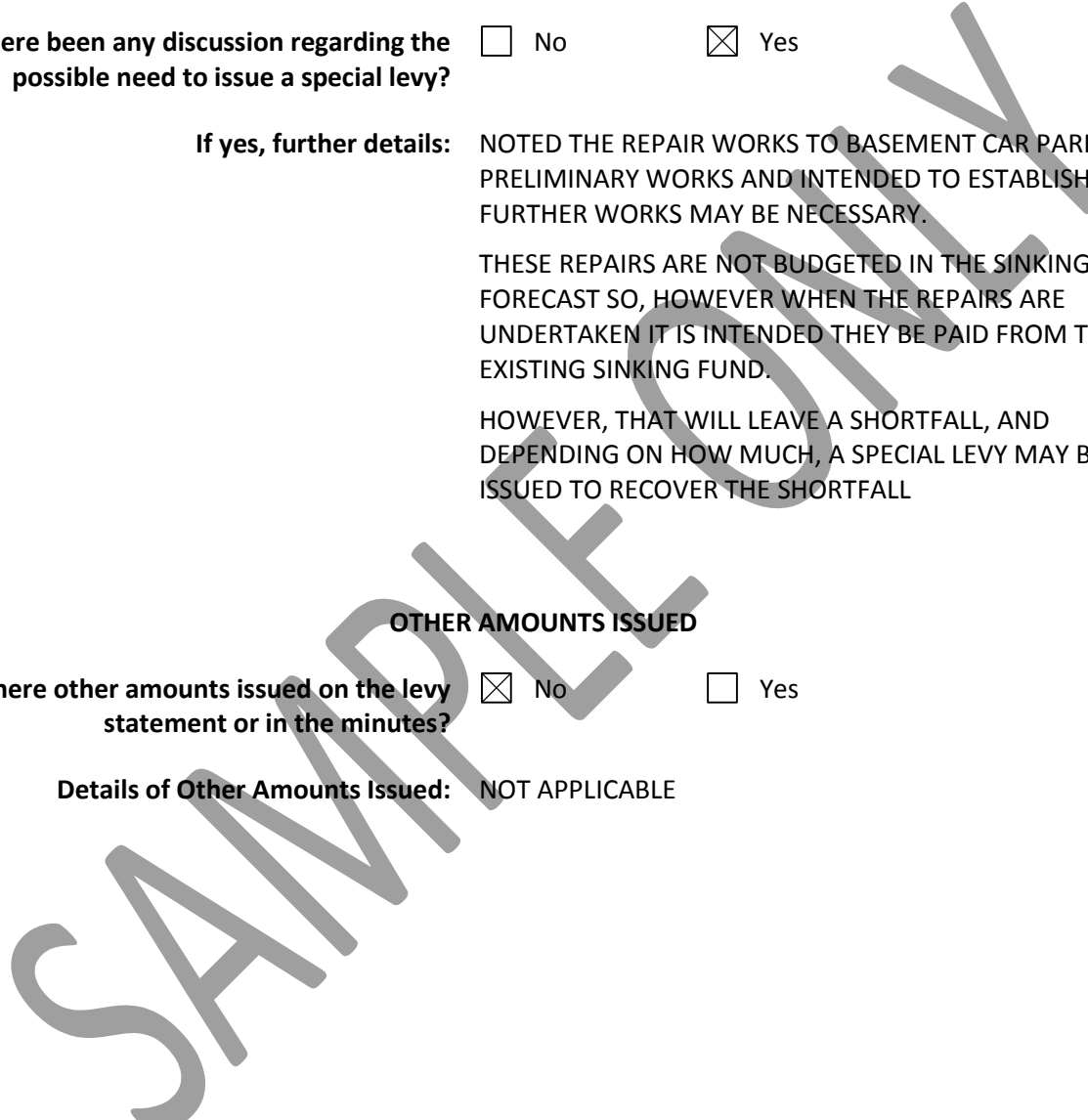
Has there been any discussion regarding the possible need to issue a special levy?  No  Yes

If yes, further details: NOTED THE REPAIR WORKS TO BASEMENT CAR PARK ARE PRELIMINARY WORKS AND INTENDED TO ESTABLISH WHAT FURTHER WORKS MAY BE NECESSARY.  
  
THESE REPAIRS ARE NOT BUDGETED IN THE SINKING FUND FORECAST SO, HOWEVER WHEN THE REPAIRS ARE UNDERTAKEN IT IS INTENDED THEY BE PAID FROM THE EXISTING SINKING FUND.  
  
HOWEVER, THAT WILL LEAVE A SHORTFALL, AND DEPENDING ON HOW MUCH, A SPECIAL LEVY MAY BE ISSUED TO RECOVER THE SHORTFALL

**OTHER AMOUNTS ISSUED**

Are there other amounts issued on the levy statement or in the minutes?  No  Yes

Details of Other Amounts Issued: NOT APPLICABLE



**INSURANCE:****Insurer and / or Broker:** ABC COMPANY VIA XYZ BROKER**Policy Number:** TA123456**Expiry Date:** 30/4/2014**Building Sum Insured:** \$10,000,000.00**Public Liability Insurance:** \$10,000,000.00**Office Bearers Liability:** \$1,000,000.00**Other Insurances Held:** LOSS OF RENT \$1,100,000, CRIME INSURANCE \$50,000 AND LOT OWNER IMPROVEMENTS \$250,000.

**Is this equal to or more than recommended in the body corporate [Insurance Valuation](#)?**  Yes  No

**If no, further details:** AN INSURANCE VALUATION WAS NOT SIGHTED**FINANCIALS:****Current Financial Year End:** 30/4/2014**FUND BALANCES****Administrative Fund:** \$12,254.00 As At 1/11/2013**Sinking Fund:** \$52,989.00 As At 1/11/2013**Other Fund Details:** NOT APPLICABLE

**[Is there a deficit in the body corporate funds?](#)**  No  Yes

**If Yes, further details:** NOT APPLICABLE**Are there lot owners in arrears?**  No  Yes

**[If yes, are those arrears substantially impacting the body corporate?](#)**  No  Yes

**If Yes, further details:** NOT APPLICABLE

## COMPLIANCE DOCUMENTATION:

The following documentation is required by legislation to be held in the body corporate records. If documentation is not sighted it is not conclusive evidence that the body corporate has not obtained the documentation as documents can often be held on the body corporate premises

**Certificate of Classification:**  No  Yes Class: 4, 5, 7 Date: 14/2/1997

**Insurance Valuation:**  No  Yes Recommended Cover: \$

**Sinking Fund Forecast:**  No  Yes

**Pool Safety Certificate:**  No  Yes  N/A Expiry 30/4/2014

**Asbestos Register:**  No  Yes

**If asbestos is present, is there a management plan?**  No  Yes

**Fire Evacuation Plan:**  No  Yes

**Is there anything in the records noting fire evacuation practice is undertaken regularly?**  No  Yes

## REGISTERS:

**Is there an Asset Register?**  No  Yes

**If yes, further details:** REFER TO COPY ATTACHED

**Is there a Contracts Register?**  No  Yes

**Is there an Improvements Register?**  No  Yes

## CONTRACTS:

### ADMINISTRATION AGREEMENT

**Is there a Body Corporate Manager appointed?**  No  Yes

**Body Corporate Manager Appointed:** A BODY CORPORATE MANAGER

**Term of Contract:** THREE (3) YEARS COMMENCING 1/4/2011

**MANAGEMENT RIGHTS**

Is there a Building Manager appointed?  No  Yes

If yes, details of Agreements: -

Name of Building Manager: -

Term of Agreements including options: -

Are there any disputes with the Building Manage? NOT APPLICABLE

**STATE OF HARMONY:**

Are the records of the Body Corporate in good order?  Yes  No

If No, further information: NOT APPLICABLE

**DISPUTES**

Have any Adjudicators Orders been issued?  No  Yes

If yes, further information: SIGHTED ADJUDICATORS ORDER DATED 15/7/2009 WHERE LOT 10 WAS ORDERED TO REMOVE BALCONY SCREENS THAT WERE NOT APPROVED

Are there currently any applications lodged with commissioner?  No  Yes

If yes, further information: NOT APPLICABLE

Is the Body Corporate involved in any other legal action?  No  Yes

If yes, further information: NOT APPLICABLE

Have any contravention notices been issued in the last 6 months?  No  Yes

If yes, further information: NOT APPLICABLE

Are there any other disputes noted in the body corporate records?  No  Yes

If yes, further information: NOT APPLICABLE

## BUILDING DEFECTS:

**This section** relates to the current ongoing issues affecting the body corporate. Details are taken from a perusal of the last 24 months of committee and general meetings and any correspondence not already tabled at a committee or general meeting.

### COMMITTEE MEETING 30/6/2013

- Tabled basement leak report and noted that works will need to be undertaken. Resolved to include the works on AGM agenda. Further resolved that the cost of works should be partially financed through a special levy.

Sighted Basement Car Park Leak Report dated 15/6/2013 noting a number of leaks into the building. Those leaks appear to be minor however will need to be repaired to ascertain if there is a major leak elsewhere.

### AGM 30/8/2013:

- Resolved to expend \$10,000 to undertake basement leak repairs.
- Resolved to issue a special levy of \$12.50 per lot entitlement to partially fund basement leak repairs.

### COMMITTEE MEETING 2/9/2013

- Noted that works on the basement are almost complete. A report will be provided by the repairer in the near future regarding further remedial works necessary

## HISTORICAL DECISIONS / MAJOR EXPENDITURE:

**This section** relates to significant historical decisions the body corporate has made at general meetings within the last seven (7) years prior to the date of the report. Also included in this section are details of any reports or documentation contained within the body corporate records relating to the body corporate on a matter now finalised.

### AGM 15/8/2006:

- Resolved to make an application to the Building Services Authority to direct the original owner to complete rectification of outstanding building defects.
- Resolved to expend \$2,750 to rectify concrete cancer on second floor.

### COMMITTEE MEETING 7/1/2008:

- Noted that building defects are now rectified.

### COMMITTEE MEETING 18/11/2009

- Noted that an adjudicators order had been received ordering lot 10 to remove screens and further noted that lot 10 have now complied.

### COMMITTEE MEETING 27/6/2010

- Tabled a report on the contribution lot entitlements. Resolved to make an application to QTAC to review contribution lot entitlements of the scheme and make and changes merited.

Sighted QTAC order dated 15/10/2010 altering contribution lot entitlements and ordering recording of a new CMS.

Sighted CMS dated 15/11/2010 changing schedule A, contribution lot entitlements.



AGM 25/8/2011

- Resolved to expend \$4,500.00 to recarpet stairwells and floor lobbies.

COMMITTEE MEETING 21/3/2012

- Tabled an application by a lot owner to revert the contribution lot entitlements to pre QTAC order. Resolved to revert the lot entitlements and record a new CMS.

Sighted CMS dated 10/5/2012 changing schedule A – contribution lot entitlements as order by QTAC.

**IMPORTANT:** This report and any articles or information contained on the website [www.mybodycorpreport.com.au](http://www.mybodycorpreport.com.au) is intended as information only to allow the recipient of this report to make an informed decision.

It is not intended in any way as legal advice. In all instances refer to your legal professional for clarification of your rights and responsibilities

SAMPLE ONLY