



RENOVATIONS FORM

This form is to be completed by owners who intend to carry out internal renovations. Please forward the completed form to your strata manager, who will then determine the approval process based on the building's by-laws and the extent of the renovations.

Strata Plan No _____ Lot No _____ Unit No _____

Registered Owner/s: _____ Contact Phone: _____

Email Address: _____

Proposed date for commencement of works: _____

Proposed date for completion of works: _____

Details of the proposed work:

Does the renovation involve removal of bathroom tiles? YES NO

Does the renovation involve structural work? YES NO

Does the renovation involve the removal or partial removal of wall(s) YES NO

(If yes, please attach details including complete plans and engineers certification.)

Will there be demolition with removal of material through the common property?

YES NO

(If yes, what type of materials will be transported through the common property, e.g. tiles, kitchen/bathroom items?)

What provisions will be made for protection of the common property?

What arrangements will be made for Rubbish/building materials removal from the site?

If using a 'skip' bin, where will it be placed? _____

What steps will be taken to prevent dust/dirt from entering the common property?

What steps will be taken to clean the common property?

Will the works involve an alteration to the plumbing configuration? YES NO

(If yes, please attach detailed plans with advice from the plumber on how it will affect the common property.)

Will the works involve re-configuration of the electrical or television wiring?

YES NO

(If yes, please attach full details.)

If the unit has smoke or heat detectors, please detail the steps to be taken to prevent false alarms. Please note that painting over these facilities will violate the Australian Standards.

Will the works involve replacement of soft flooring with hard flooring? YES NO

(If yes, please advise rooms involved and what would be installed under the flooring to ensure noise transmission is compliant with standard by-laws.)

Will the works involve noise which will disturb other residents? YES NO

(If yes, please provide detail of the types of noisy work)

Do you have a project manager overseeing the renovation?
(if yes, please provide the name and contact number)

YES NO

Please provide details of trades involved in the renovation.

Trade	
Business Name	
Licence Number	
Contact Name	
Contact Phone	
Contact Email	

Trade	
Business Name	
Licence Number	
Contact Name	
Contact Phone	
Contact Email	

Trade	
Business Name	
Licence Number	
Contact Name	
Contact Phone	
Contact Email	

Trade	
Business Name	
Licence Number	
Contact Name	
Contact Phone	
Contact Email	

Do the tradespeople have effective insurance cover for public liability and workers
compensation if applicable?

YES NO

Does any works contract exceed \$20,000.

YES NO

(If yes, please attach a copy of the Home Owners Warranty policy as required.)

Please be aware that Real Property Services is employed by the Owners Corporation to manage the common property and cannot spend time on owner's personal works. In order for us to provide ongoing assistance, the following additional fees are payable.

SCHEDULE OF FEES

PHOTOCOPYING & POSTAGE	55 cents per copy Australia Post rates
PHONE CALLS	At cost
STATIONERY	At cost
REGISTER BY-LAW	\$70.00 if at Land Titles Office, Sydney
FAX	\$2.20 per outward facsimile
SCANNING	\$2.20 per scan
SITE INSPECTION	\$150.00
MEETING FEE	\$150.00 (1 hour meeting prior to 7:00pm)
CONSULTATION/ STRATA MANAGER TIME	\$150.00 per hour (Charged in 6 minute segments)
DIRECTOR TIME	\$175.00 per hour (Charged in 6 minute segments)
THIRD PARTY COSTS	At cost

- 1) I certify that the details provided in this document are, to the best of my knowledge correct.
- 2) I accept liability for costs in the Schedule of Fees above for the agent's involvement on behalf of the Owners Corporation to assist with my personal affairs.
- 3) I accept that the agent's initial cost for receiving renovations details, researching by-laws, writing to the Executive Committee and receiving instructions from the Committee is \$150.00, and that this amount be charged directly to my levy account and that additional charges may apply if further Owners Corporation involvement is required.
- 4) I acknowledge that costs/charges outlined in paragraphs 2-3 above are validly recoverable amounts referred to in Schedule 2(10)(8) of the Strata Schemes Management Act 1996.
- 5) I will not proceed with any work until the owners corporation has provided written approval.

Signature of Owner: _____ Date: ____/____/____ Unit: _____

Print Name: _____