

## 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.

StrataPlanNo  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)  
(If yes, please attach details including complete plans and engineers certification.) YES  No

Will there be demolition with removal of material through the common property?  
(If yes, what type of materials will be transported through the common property,  
e.g. tiles, kitchen/bathroom items?) YES  NO

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

YES  NO

Will the works involve re-configuration of the electrical or television wiring?  
(If yes, please attach full details.)

YES  NO

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

YES  NO

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

YES  NO

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 & .....	55 cents per copy
POSTAGE .....	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: