**Strata Report**

**Terms & Conditions**

**(Effective from 1 April 2017)**

**By ordering a Report you have acknowledged that you have read, understood and accepted the following Terms & Conditions:**

**1. Fees & Associated Costs**

*All fees quoted are GST inclusive*

 Standard Non-Urgent Report **$250.00**

 On a Chris Darby Strata managed scheme **$230.00**

 **\*Maximum 5 working days**

Standard Urgent Report **$280.00**

On a Chris Darby Strata managed scheme **$260.00**

**\*Maximum 2 working days**

\**Subject to availability and access to records as some Agents and most*

 *self-managed schemes require lengthy notice of inspections and also*

 *subject to the “authority” referred to in Section 2 “Ordering a Report”.*

 Inspection Fee

 (No inspection fee charges on a Chris Darby Strata **$34.10 p/hr\***

 managed scheme) **(or part thereof )**

Copies, generally

 (No copy charges on a Chris Darby Strata

 managed scheme) **.55c p/copy\***

\**Payable to the Management Company.*

 *We will always strive to keep costs to a minimum by utilising documents*

 *archived from previous inspections at no extra cost and only copying relevant*

 *sections of large reports/documents.*

 Travel

 For more than 20 kilometres **$ 22.00**

 Non Standard, Lengthy or Difficult Reports **Fee by Negotiation**

 Postage, Faxing or Emailing **No Additional Cost**

**2*.* Ordering a Report**

* Order by fax, email or telephone.

*Order Forms are available on our website or upon request*.

* Orders must be accompanied by an “Authority to Inspect Records” supplied by the seller or their authorised Agent/Solicitor. Inspections cannot be scheduled without this document. *Authorities are available on our website or upon request*.
* “Urgent” Reports to be confirmed by telephone to avoid possible delays.

**3. Paying for a Report**

Unless otherwise arranged you will need to deposit the Report Fee into an account using the details we will send you. Upon receipt we will fax or e-mail the full Report with a hard copy forwarded “same day” in the mail.

**4. Cancelling an Order**

If you cancel a Report the following percentages of our Fees and associated costs will apply:

* 100% for completed Reports
* 50% for partially completed Reports ( inspection done but not yet prepared)
* No fee for incomplete Report (no inspection done)

**5. What the Report will Contain**

*Sample Report available upon request*

The Report will generally include:

* Strata Roll
* Insurances
* Fund Balances
* Levies/Special Levies
* Records
* Meetings
* By Laws
* Disputes
* Building Faults/Issues
* Managing Agent

The following documents (if available and offered for inspection) will be attached to the Report:

* Strata Plan
* Insurance Policy
* Insurance Claims History
* Insurance Valuation
* Minutes of Meetings
* By Laws
* Maintenance Quotations/Reports
* 10 Year Capital Works Fund Forecast
* Asbestos/WH&S Schedules
* Strata Living Booklet
* A photograph (for identification purposes only)

**6. Report Limitations**

The Report will be an ***overview*** or ***snapshot*** of the affairs of the Owners Corporation with particular attention to the specific Lot.

It should not be construed as a “Building Report” and will not provide opinions on the value or suitability of a particular Lot for a purchaser.

It will be compiled using data and records supplied by the Management Company and/or Owners Corporation as well as information stored in our archives.

It should be noted that all records may not be made available on the day (lost, misplaced or intentionally “held back” and in the case of self-managed schemes, often non-existent).

Many schemes are now 40 or 50 years old and a huge amount of documentation has been accumulated. We will endeavour to search as much of this as possible within the time allowed (usually 1 hour) but will concentrate on the last five (5) years.

Most schemes are now computerised and in the case of larger buildings, the systems contain literally 1000’s of documents.

These are often untitled (especially invoices) and it is not possible/practical to open and view each item.

Accordingly while all reasonable efforts will be made to locate/identify all matters of consequence to a purchaser, Chris Darby Strata will take no responsibility for errors or omissions in the Report and it should never be construed as Legal advice.

If a purchaser feels there are inconsistencies between the Report and information given to them, they should immediately make enquires to clarify those inconsistencies. After the Report has been read/considered we will happily discuss/clarify any matters directly with a purchaser or their Legal representative.

Legal and financial advice should always be sought before committing to a purchase. The Report is provided conditionally upon acceptance by you of the Terms and Conditions (effective from 1 March 2015) supplied and is to be used only by the solicitor/client to whom it is addressed and no other party. We will not assume responsibility to a third party who relied on the Report or any part thereof.



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