

**PROCEDURE FOR AN APPLICATION UNDER SECTION 156**

Precontractual Disclosure Statement to the Buyer; Landgate Form 804

Southern Strata Services will complete part B and provide copies of the following documents.

- (i) **Strata Plan which includes Unit of Entitlement.** It is assumed that the Sales Representative will mark up the exact location of the Lot / Part Lot and highlight the Statum Notation; or lack of Statum Notation to the buyer.
- (ii) **Bylaws including Registered Bylaws, or Management Statement Bylaws.** *IF* a consolidated set of bylaws is available this will be disclosed otherwise please be advised that the bylaws provided are as per the Strata Titles Act 1985, not the Strata Titles Act 1985 as Amended and accordingly bylaws, when next consolidated may require adjustment of bylaws to comply with Strata Titles Act 1985 as Amended. The bylaws as provided may exclude managerial bylaws but refer to the attachment for verification.
- (iii) **Minutes of the last Annual General Meeting [AGM] and Extraordinary General Meeting [EGM].** The last AGM Minutes will be provided as a standard inclusion. Minutes of EGM's will be supplied if there has been an EGM held post the last AGM.
- (iv) **Financial Statement.** We will provide to you a Financial Report which will include the following;
  - (a) Balance Sheet
  - (b) Income & Expenditure including Approved Budget for Admin and Reserve
  - (c) Detailed break down of each expense item.

NB; we will not provide you with details of other lots and their financial positions. If there are levies outstanding this will be mentioned on (a) Balance Sheet.

NB; the start date for the financial period provided is in conjunction with the Strata Company's financial year period; which may start on any month in the year.

If you wish to proceed with SSS completing your Form 804; please ensure you allow up to 5 working days for completion of this.

Please acknowledge note that the cost to complete and provide these documents, in line with Strata Titles General Regulations 2019 Section 88 is \$50 + GST and this information will be issued via email. Please be advised that we reserve the right to deduct this amount from settlement, if this amount remains outstanding. Please tick your preference below on who is paying this cost;

Opt 1; Invoice Lot Owner

Opt 2; Invoice Real Estate

Signatures of **all** co-owners

**OR:**

Signature of Sales Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_