

Report



ADVANCED
STRATA INSPECTIONS & CONSULTANCY

This report has been prepared by Advanced Strata Inspections on behalf of our client or contracted to Advanced Strata Inspections on behalf of a third party.

Lot No: 1

Strata Plan: 123456

Address: 100 Shadforth Street, Wiley Park NSW 2195

Inspector: Matthew Sidra

Inspection Date: 1/05/2026

Contact



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Documents for Inspection

Listed are documents that are normally made available by the Strata Managing agent at the time of inspection of the Strata Records. Those marked 'Yes' have been attached to this report.

Strata Roll	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Strata Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Certificate of Title	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Financial Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Admin & Capital Works Fund	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Insurance Valuation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Building Insurance	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Previous 5 years AGM Minutes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
EGM minutes (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Correspondence File	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Fire Safety Certificate	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Capital Works Fund Forecast Report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Occupational Health and Safety Report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Asbestos Report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Building Defects (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Cladding (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Strata Plans By-laws (if applicable)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Were records missing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have missing documents been requested	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Missing documents (if applicable):

Notable Matters

Note: On issues, and or building matters found in the books and records, which may be of interest to the purchaser.

NOTE: The following report outlines the resolutions made during the recent meeting of the Owners. The meeting addressed various matters pertaining to building works, legal advice procurement, insurance, financial considerations, and engagement of contractors. Each motion was carefully considered and voted upon, resulting in decisions that will impact the management and maintenance of the strata plan.

Note: During the inspection, the offices were inaccessible to the public, and access to strata information was facilitated through an online link.

Note: The information contained in this report is sourced from the documents provided by the strata managers during the inspection. These documents have been summarised to improve clarity and relevance to the report's objectives. For a thorough comprehension, it is advised to read this report in conjunction with the original documents supplied by the strata managers. Please note that the following notes serve as a supplement and do not substitute the documents provided by the strata managers.

Note: Upon conducting our search, and completing this report, it has come to our attention that we found no history of remedial works being required to be undertaken or special levies (strata Loan) raised as per the minutes provided at the time of the inspection. A special levy may be raised to fund the deficit in the administrative fund if it is not resolved by the end of the financial year.

Note: Special levies can be raised at any time to cover unforeseen expenses such as emergency repairs, increased utility costs, major maintenance, upgrades, legal fees, emergency situations, replacement of major items, or pay insurance premiums. These levies require approval from the owners at a general meeting, in accordance with the strata corporation's bylaws and relevant legislation, and are typically allocated based on the unit entitlements of the lot owners

IMPORTANT NOTE: The meeting minutes have been reviewed and summarized below. Meeting minutes from 2020-2025 are attached for your reference. Please review them in full, as they include motions concerning the strata scheme's common property.

Summary of Meeting Minutes:

AGM 02025

- Motion 2.3 – Resolved Capital Works Fund Plan That Solutions IE Pty Ltd be appointed to prepare a 10-year Capital Works Fund plan and that the strata managing agent be instructed to issue a work order for this purpose
- Motion 2.4 - The motion to engage an accredited fire safety practitioner to inspect the scheme and provide an annual fire safety statement was lost, with owners opting to wait for upcoming NSW fire compliance changes before taking action.
- Motion 2.6 – Resolved That the owners corporation undertake an inspection of all window safety devices installed to windows within the scheme to ensure the owners corporation comply with their obligations under the Act and that the appointment of an appropriately qualified contractor to undertake this inspection be delegated to the strata committee
- Motion 3.8 – Resolved to arrange a building replacement cost valuation for insurance purposes before the current policy expires, noting the last valuation was undertaken on 11 March 2025, and update the sum insured based on the new valuation.

AGM February 2025

- Motion 6 – Resolved That the owners corporation obtain a replacement cost estimate (valuation) for insurance purposes.
- Motion 8 – Resolved That the owners corporation confirms receipt of the capital works analysis prepared by Archi - QS on 18/11/2013 and That the strata managing agent be instructed to obtain quotations to prepare a 10-year capital works fund plan

AGM 30/07/2024

- Motion 3.3 – The Owners Corporation resolved that the strata manager engage a qualified accredited fire safety practitioner to inspect and assess all fire safety measures in line with regulations and issue the fire safety statement, with inspections arranged without intending to lodge the AFSS.
- Motion 7 – Resolved That the owners corporation obtain a replacement cost estimate (valuation) for insurance purposes.
- Motion 9 – Resolved That the strata managing agent be instructed to obtain quotations to prepare a 10-year capital works fund plan and the strata committee be authorised to provide directions in relation to the appointment of a consultant to prepare the 10-year capital works fund plan.
- Motion 18 – Resolved to approve the Owner of Lot 6 to carry out minor renovations for air conditioning installation on common property

AGM 08/12/2022

- Motion 2.1 – Resolved That the Owners Corporation confirms that there are no fire safety measures at the strata scheme and therefore an annual fire safety statement is not required.
- Motion 8.2 – Resolved That the strata managing agent be instructed to obtain quotations to prepare a 10-year capital works fund plan and the strata committee be authorised to provide directions in relation to the appointment of a consultant to prepare the 10-year capital works fund plan.

SAMPLE-AS/STRATA REPORT

Strata Roll

Owner/Name: Mr M & Ms Henderson

Address:

Mortgagee: None listed

The details above reflect the information available in the Strata records. Current ownership details can be confirmed with your legal adviser from the title search included as part of the sale contract for this property.

Unit Entitlement: (Aggregate Entitlement)

The unit entitlement is 1.00 of an aggregate of 8.00 Therefore, the subject lot carries rights and responsibilities equivalent to 12.5% of the strata plan. The owners of the subject lot may cast votes equivalent to their percentage ownership of the strata plan and are responsible for the expenditure of the building to the same extent.

Levies

The budget passed at the last Annual General Meeting is as follows:

Date of the last AGM held: DATE
Date of next expected AGM: not ascertained

Administration Fund:

Total Building:	\$24,750.00
The Subject Lot:	
Annually:	\$3,181.88
Per Quarter:	\$795.47

Capital Works Fund:

Total Building:	\$2,500.00
The Subject Lot:	
Annually:	\$312.50
Per Quarter:	\$156.25

Effective from: 1/09/2025

Arrears:	
The Subject Lot:	\$0.00

Previous Year's levies determined at the AGM dated: 10/02/2025

Administration Fund	
Total Building:	\$19,975.00

Capital Works Fund	
Total Building:	\$275.00

Special Levies

Current

Yes No

Reason for special Levies: None sighted

Possible or proposed special levies

Yes No

Reason for possible or proposed special levies:

Special levies can be raised at any time to cover unforeseen expenses such as emergency repairs, increased utility costs, major maintenance, upgrades, legal fees, emergency situations, replacement of major items, or pay insurance premiums. These levies require approval from the owners at a general meeting, in accordance with the strata corporation's bylaws and relevant legislation, and are typically allocated based on the unit entitlements of the lot owners.

Or

A special levy may be raised to fund the deficit in the administrative fund if it is not resolved by the end of the financial year.

Supporting documents attached:

Yes No

Additional documents or commentary requested:

Yes No

Past

Reason for special Levies: none sighted

Yes No

Resolved:

Yes No

Supporting documents attached:

Yes No

Additional documents or commentary requested:

Yes No

SAMPLE-ASI STRATA REPORT

Strata Plan

Number of lots in Strata Plan: 8

Number of Units: 8

Lot and Unit number correspond

Yes

No

Date Strata Plan registered: 21/09/1973

Original Owner: Not ascertained

Managing Agent

Name: Strata Management

Address: Sydney, New South Wales, 2000

Telephone Number:

Assigned Manager: SM DETAILS

Covid-19

In response to the impact of COVID-19 on strata and community schemes, the NSW Government has made temporary changes to the law to give schemes the flexibility they need to function. The regulations commenced on 5 June 2020 and will be in place until further notice.

You should refer to the NSW Government Fair Trading website for further details:

<https://lnk.nswfairtrading.trclient.com/l/AtGMpL-xv3We3xxUWiLMJV8>

Owners Funds

As at 1/05/2026 The financial position of the Owners Corporation (ASSETS MINUS LIABILITIES) was as follows:

Administration Fund: \$-2,000.63

(This fund covers the day-to-day expenditure of the building)

Capital Works Fund: \$10,924.67

(This fund is intended to cover long-term maintenance of the building)

Combined

Owners Funds: \$8,924.04

Cash at Bank: \$6,441.29

Investment: \$3,843.95

Loan account if applicable: \$0.00

Total levies in arrears: \$983.94

Past building work

We refer you to the History of Expenditures below which notes major expenditure items for building works.

The following extracts concerning this work and other matters of interest are taken from the minutes, financial accounts, and correspondence: The following capital works fund, income & expenditure statements are attached for your reference, for the period:

Date:

2021 Administrative Fund Expenses \$15,653.60

Capital Works Fund Expenses \$0.00

2022 Administrative Fund Expenses \$14,163.85

Capital Works Fund Expenses \$0.00

2023 Administrative Fund Expenses \$16,392.22

Capital Works Fund Expenses \$1,183.84

2024 Administrative Fund Expenses \$22,994.42

Capital Works Fund Expenses \$655.38

2025 Administrative Fund Expenses \$25,163.55

Capital Works Fund Expenses \$7,728.00

Capital works fund forecast

Capital works fund forecast is attached:

Yes

No

Account Keeping Requirements:

Accounting records are kept as per the Act

Yes

No

Annual Budgets have been prepared

Yes

No

Accounts are audited

Yes

No

Tax returns

Corporation lodges income tax returns

Yes

No

Copy of most recent Tax Return sighted

Yes

No

Expenditure for tax preparation in financial account

Yes

No

The Owner's Corporation is registered for and

collects GST

Yes

No

Insurance

Insurance held with: Strata Community Insurance

Policy No:

Due Date: 01/10/2025

Building: \$3,548,556
 Public Liability: \$30,000,000
 Voluntary Workers: \$200,000
 Workers Compensation: not sighted

Please Note: Only required where wages are paid in excess of \$7,500 per annum

Loss of Rent: \$532,283

Please Note: Coverage for situations where the building becomes uninhabitable.

Office Bearers Liability: \$1,000,000
 Fidelity Guarantee: \$100,000
 Machinery Breakdown: not sighted
 Common Contents: \$35,486
 Building Catastrophe: \$532,283
 Total Premium Cost: \$6,638.73

Documents sighted Yes No

All insurances held in the name of the Owners Corporation:

Yes No

The Strata Schemes Management Act 2016 requires the Owners Corporation to have the following:

- a) Building insurance at least to the value of the building as determined by a valuation which must be obtained at least every 5 years
- b) Public Liability cover to a minimum of \$10,000,000
- c) Workers' Compensation insurance; and Voluntary Workers insurance.

Building valuation

Valuer: Archi-QS

Date: 11/03/2025

Building Replacement Cost: \$3,548,556

Minutes and records

Minutes and financial records have been retained for the prescribed period of five years:

Yes No

Date of the last AGM: 12/2025

Last Minutes in Book: AGMM & SCMM

Date of the first AGM: Not Ascertained

Missing Minutes:

Yes No

Please specify: AGM 2021

Minutes Requested

Yes No

Strata Committee Members: Please refer to the 2025 AGM minutes, attached.

Notices

Do the records contain Notices or Orders adversely affecting the Owners Corporation?

Yes No

Please Insert comments: NIL

Litigation

Any evidence of current or proposed litigation involving the Owners Corporation:

Yes No

Resolved:

Yes No

Reason please specify: NIL

Documents attached:

Yes No

By-Laws for this Strata Scheme

The Certificate of Title is not normally found in the strata records. A Title Search is normally conducted and included as part of the sale contract documentation. Please consult with your legal adviser on this issue.

A search should be made at the Land Titles Office regarding registers dealings. The Strata Schemes Management Act 1966 requires that a change of By-Laws must be registered within two years of a resolution being passed.

New Strata Legislation (effective 30 November 2016)

The Strata Schemes Management Act 2015 commenced on 30 November 2016 which enacts new regulations regarding By-Laws.

All Strata Schemes will need to review their By-Laws before 1 December 2017.

Schemes prior to 1 July 1997 must adopt the new model By-Laws. However, they can be subject to changes being adopted through a Special Resolution in a general meeting of the Owners Corporation.

Strata Schemes commencing between 1 July 1997 and 30 November 2016 must review their By-Laws by 1 December 2017. *Note: Adoption of the new model By-Laws is not compulsory.*

Is there any evidence of By-Laws passed during the past 6-Months, that have not been registered:

Yes No

If yes, please specify: not sighted

Harmony

We note that the following By-Laws infringements were addressed in recent times: NIL

Pets

NOTE: Owners Corporations have twelve (12) months from 30 November 2016 to review the By-Laws of their Strata Scheme as outlined in the By-Laws section of this Report. Therefore, the current attitude policy to pets, if any, will remain in place until the Review is undertaken.

Current policy for this Strata Scheme

Keeping of animals – Refer to the strata plans by-laws

Alterations and Additions

Before conducting alterations to units or the common property owners must first request permission from the Owners Corporation.

Do the records contain any recent applications to the Strata Committee for permission to conduct alterations or additions to individual units or to the subject lot:

Yes No

If yes, please specify: Refer to meeting minutes

Fire safety certificate

Was the current Fire Safety Certificate sighted:

Yes No

An Annual Fire Safety Statement was not sighted at time of our inspection.

NOTE: this strata plan may not be required to conduct an annual inspection, and or submit certification to council.

Additional comments:

Glossary

A

Agenda

A list of motions or issues to be voted upon or deliberated at a meeting.

Aggregate Unit Entitlement

The total of all the individual lot unit entitlements in the Strata Scheme. See also Total Unit Entitlement and Unit Entitlement.

Annual General Meeting (AGM)

A meeting of owners and other interested parties (as noted on the Strata Roll) that must be convened once a year under the NSW Strata Schemes Management Act 2015. Also, see General Meeting.

Airspace

A lot owner effectively owns the airspace (and anything included in the airspace) inside the boundary walls, floor, and ceiling of the lot. Lot airspace may include balconies and courtyards. Everything within the airspace must be maintained at the owner's cost.

B

By-Laws

A set of rules the residents (owners and tenants) in the strata or community scheme must abide by.

Budget

An estimation of future receipts and payments likely to occur in the coming year for a scheme. This estimate is prepared by the Strata Committee or the Strata Managing Agent and is based principally on the historical costs of the scheme.

C

Capital Works Fund [Note: previously known as Sinking Fund](#)

A fund, under the control of the Owners Corporation, used to cover major renewal, repair or replacement works for the scheme including such things as window bar replacement, structural rectification, roofing replacement or repair, common property painting, stairwell carpet replacement, balcony problems, unexpected emergencies etc. Contributions are set by the Owners Corporation and are usually paid in quarterly instalments (see Levies).

Certificate of Title

A title deed issued by the NSW Land and Property Information to prove ownership of a lot. The Owner's Corporation is also issued with a title deed for the common property.

Common Property

Common property is areas such as driveways, external walls, roofs, stairwells, foyers, and gardens. Ownership is shared between Lot owners. Everything that is not defined as part of a lot is common property.

E

Extraordinary General Meeting (EGM)

A meeting held outside the time frame of the Annual General Meeting for the consideration of any matters that need to be addressed by all owners.

Exclusive Use

A special right granted to an owner to use a part of the common property (e.g., exclusive use of a car space located on common property).

Executive Committee (see Strata Committee)

H

Harmony

A term used to describe the level of owner contentment that exists within a scheme. Issues that impact on the level of harmony are parking, noise, animals and disputes between neighbours, owners, and the Strata Committee.

I

Initial Period

The period in which the original owner still owns strata lots in a Strata Scheme for which the sum of the unit entitlements of those lots comprises more than 2/3 of the aggregate unit entitlement of the scheme.

L

Levies

Contributions usually paid quarterly, by the owners to the Owners Corporation to cover regular expenditure and future major works expenses. The amount paid by each lot owner is regulated by the unit entitlement of their respective lot and allocated to both the Administrative and Capital Works (previously known as Sinking) Funds.

Lot

A strata scheme is a building or collection of buildings that has been divided into 'lots. Lots can be individual units/apartments, townhouses, or houses. When a person buys a lot, they own the individual lot and share the ownership of common property with other lot owners.

M

Minutes

A documented record of all proceedings for all meetings held by the Owners Corporation and Strata Committee.

Motion

A proposal put forward for consideration at meetings held by the Owners Corporation and the Strata Committee.

O

Ordinary Resolution

A resolution that requires a majority vote of eligible owners or representatives present at a general meeting. An ordinary resolution motion is resolved if the majority of the votes cast are in favour of the motion otherwise the motion is defeated. Ordinary Resolutions are proposed to deal with such things as determining levy contributions and administrative matters.

Original Owner

The owner of the entire strata titled complex when the Strata Scheme was originally registered. It is usually the developer or builder.

Owners Corporation

The legal entity consists of all the owners of the lots in a Strata Scheme and formed when a Strata Plan is registered.

P

Poll

A method of voting at meetings where each owner's vote has a value based on their lots unit entitlement.

Proxy

A person appointed, in writing, by an owner or mortgagee to attend a meeting and vote on the appointer's behalf.

Q

Quorum

A quorum for a general meeting is 25% of people entitled to vote or owners who hold 25% or more of unit entitlement. A quorum for an executive committee meeting is at least 50% of the executive committee members.

R

Resolution

A decision made at a meeting based on a motion raised and addressed at the meeting. There are three types of resolutions – Ordinary Resolutions, Special Resolutions and Unanimous Resolutions.

S

Sinking Fund (see [Capital Works Fund](#))

Special Levy

A Special Levy is raised to pay for expenses not budgeted for in either the Administrative Fund or the Capital Works Fund (previously Sinking Fund). The amount and number of payments are specified at a general meeting of the Owners Corporation where the levy is approved.

Special Resolution

A Special Resolution requires a minimum of 75% of the owners in favour of a motion, based on unit entitlement, when presented at a general meeting of the owner's corporation. Special Resolutions are proposed to deal with such things as issues concerning common property or the amending of By-Laws.

Strata Committee (previously known as the [Executive Committee](#))

Elected representatives of the owners. The election takes place at each Annual General Meeting. The three main positions are Chairman, Secretary and Treasurer.

Strata Scheme

A Strata Scheme is a building or collection of buildings that has been divided into lots. Lots can be individual units/apartments, townhouses, or houses. When a person buys a lot, they own the individual lot and share the ownership of common property with other lot owners. Common property generally includes things like gardens, external walls, roofs, driveways, and stairwells.

Strata Roll

The register of the owners of all lots in the Strata Scheme including any utility lots. It also includes the names of other interested parties such as any mortgagees, covenant charges or lessees.

T

Total Unit Entitlement

The total of all the individual lot unit entitlements in the Strata Scheme.

Tribunal

The NSW Civil and Administrative Tribunal (NCAT) hears and determines disputes between tenants, landlords, traders, and consumers in a timely and effective manner.

U

Unanimous Resolution

A Unanimous Resolution requires 100% of the owners in favour of a motion when presented at a general meeting of the owner's corporation. Unanimous resolutions are proposed to deal with such things as alterations to the Strata Plan or dealing with some Insurance matters.

Unit Entitlement

Each lot in a strata plan is allocated a unit entitlement based upon its value relative to the other lots in the scheme. This entitlement regulates the proportion of the levies payable by the lot owners and the voting rights of the lot.

W

WHS – Work Health & Safety

An acronym for Work Health & Safety, which is a set of rules and regulations concerned with protecting the safety, health, and welfare of people engaged in work or employment. The goal of occupational safety and health programs is to foster a safe and healthy work environment.

Terms & Conditions

Intellectual Property

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Limitations and disclaimers relating to our inspection and reports

You should note that there are limitations and disclaimers in our inspections and reports. These limitations and disclaimers are clearly outlined below, throughout this report and in the Client Agreement that you agreed to prior to purchasing any report.

Disclaimer

a) During the subject inspection, no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirements of the Auctioneers and Agents legislation or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owner's Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we can report.

b) The information contained in this report was extracted from the books and records of the Owner's Corporation and as far as was possible, from conversations with officers of the Owner's Corporation. Special procedures were followed to minimise the possibility of records not being made available for inspection. However, your attention is directed to the possibility that all the Owner's Corporation records may not have been made available for inspection or, alternatively, that the records may not have contained all the information of interest to a Purchaser or Mortgagee. Please note that some managing agents are in the practice of archiving records prior to the required period of five years & that these records may not have been made available for this inspection. **NOTE:** *That the records included/attached to our report, such as letters, meeting agendas, minutes and other attachments form part of the report, any mention of matters pertaining to the building of any effect or detriment, form part of the report even if not mentioned in our report or notes, it is as such recommended that you read the report in its entirety, and make your own enquiries to our office or the strata company.*

c) Most of the records at this managing agent's office have been scanned and are kept on their computer data base; each image is individually scanned and recorded in various categories rendering their inspection most cumbersome and difficult; we can therefore not be certain that we sighted each and every image.

d) This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer, Advanced Strata Inspections and their contractor will not accept any responsibility to any other person who relies upon this report to their detriment unless it has been agreed to in writing to accept such responsibility.

e) It is recommended and encouraged to seek legal assistance and advice on the details and contents of this report. We will not be able to provide you with advice or guidance.

Information regarding this report

This report summarises information gathered during an inspection of the records of the strata plan.

The information used is based on what is made available to the inspector on the date of inspection by the Strata Managing Agent. Strata Records are available via a computer storage system our inspectors will inspect those records as well as any photocopies provided by the Strata Managing Agent. We cannot guarantee that what was made available at the time of inspection forms part, or all of the records the Strata Management holds in their possession.

This strata management office was not open to the public for access to the records. A formal inspection of the records was not conducted in person. We obtained this information and attachments by way of portal access or email attachments from the strata management company.

This strata management office was open to the public for access to the records. A formal inspection of the records was conducted in person. We obtained this information and attachments by way of access to soft and hard copy records on site.

This strata plan forms part of a Community Association/BMC, which oversees the entire complex. The records of the association were not inspected. The association/shared facility/BMC may hold records pertaining to the subject strata plan.

Contact Us

If you would like further clarification regarding the information within this report or have any questions our inspector's details can be found below. Please do not hesitate to do so before any other action is taken.

Inspector contact details:

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Instagram: [@advancedstratainspections](https://www.instagram.com/advancedstratainspections)