



Strata Title Maintaining Common Property

Fact Sheet

In this Fact Sheet we provide a Maintenance Checklist to help unit owners and their officers identify areas of common property that require attention.

The Strata Titles Act spells out the obligation to care for the common property.

Section 25. The functions of the strata corporation are as follows:

(a) to administer and maintain the common property for the benefit of the unit holders and, to such extent as may be appropriate, other members of the strata community; and

(b) to administer all other property of the corporation

It is important to understand what comprises common property before using the Checklist. We cover this under Boundaries on our website ...

www.unitcare.com.au/bp_strata_boundaries.html

In addition our website covers many common property maintenance issues.....

www.unitcare.com.au/bp_strata_maintenance.html

Once the site check and Checklist are complete the Strata Corporation officers and owners need to establish a schedule of priorities.

If your strata corporation has a Management Committee they can establish the priorities and recommend to owners how and when the works are funded.

Hints:

Only use licenced and insured contractors

Take photographs of maintenance issues

Appoint a management committee at a general meeting if one not already appointed

Establish a sinking fund for works.

The regular maintenance of the common property will have the following benefits...

Reduced costs

Reduced risks

Retention of property value

Peace of mind

For more information and suggestions visit

www.unitcare.com.au



PROPERTY OBSERVATIONS

Body CorporateINC

Notes: Use the comments line to record specific observations eg: oil spill in the visitor carpark. Tick the boxes as appropriate. Mark the 'Good.....Bad' line as you see fit. Strike out items that do not apply.

ITEM

OBSERVATIONS

Letterboxes

Condition

Comments

Metal Brick Timber Street Number Unit Numbers
Good|.....Poor

Fencing

Condition

Comments

note any impact damage

None Metal Brick Timber Other
Good|.....Poor

Driveways

Condition

Comments

note holes and trip hazards

None Bitumin Concrete Gravel Brick Other
Good|.....Poor

Footpaths

Condition

Comments

note trip hazards

None Bitumin Concrete Gravel Brick Other
Good|.....Poor

Common Lighting

Condition

Comments

None On Building On Paths Time Switch Sun Switch
Good|.....Poor

Carparking

Condition

Comments

detail oil spills

None Carports Garages Visitor Other
Good|.....Poor

Carport Structures

Condition

Comments

state of paintwork

Under main roof Stand alone Timber Steel Other
Good|.....Poor

Roofs

Condition

Comments

look at the state of ridges & hips

Tiled Metal Asbestos Other
Good|.....Poor

Gutters & Downpipes

Condition

Comments

look for stains caused by overflow

Plastic Metal Gutter Guard Other
Good|.....Poor

Stormwater Drainage

Condition

Comments

None Plastic Metal Sumps T Street
Good|.....Poor

Ext' Roof Timbers

Condition

Comments

look for rot and splitting

Facias Barges Gables Other

Good|.....Poor

Building Eaves

Condition

Comments

look for rot and flaking

Fibrous Cement Timber Other

Good|.....Poor

Ext' Cladding

Condition

Comments

look for brick flaking, timber rot

render falling off, cracking

Brick Timber Asbestos Other

Good|.....Poor

Ext' Doors

Condition

Comments

look for rotting timber,

rusting metal, flaking paint.

Timber Aluminium Steel Painted Sealed Other

Good|.....Poor

Ext' Windows

Condition

Comments

look for rotting timber,

rusting metal.

Timber Aluminium Steel Plastic Other

Good|.....Poor

Paintwork

Condition

Comments

note flaking, rotting, fading

check when last painted

Good|.....Poor

Common Laundry

Condition

Comments

note leaking taps, hot water svcs

jammed coin mechanisms

Coin W/Machines Dryers Trough Dispensers H.W.S.

Good|.....Poor

Clothes Lines

Condition

Comments

check wire tension, rusting

Hills Hoist Strung Lines Other

Good|.....Poor

Fire Safety Equipment

Condition

Comments

check exting' gauges. Check

for maintenance agreement

Hoses Extinguishers Other

Good|.....Poor

Grounds Maintenance

Condition

Comments

check lawns & trees neat & trim

Lawns Landscaping Trees Other

Good|.....Poor

Private Yards

Condition

GoodI.....Poor

Comments

note messy yards that can be seen. Note additions

Rubbish Disposal

Condition

Incinerator Mobile Big Bin 240 It Other

Comments

GoodI.....Poor

note any rubbish spilt. Burning off now illegal in some areas

Garbage

Condition

Enclosure Bins at Street Other

Comments

GoodI.....Poor

Pool

Condition

Cement Fibreglass Above Ground Other

Comments

GoodI.....Poor

check water level, safety equipment, fence and gate lock.

Common Antenna

Condition

GoodI.....Poor

Comments

check if leaning, broken elements

Agents Signs

Comments

Yes No

note agent name and ensure unit for sale or rent is identified

Residents Comments

Other Observations

Signed _____

Date __/__/20__

Copy sent to the Corporation's Presiding Officer/Secretary