**Owner/Agent name & address**

**Date of Notice**

## RUBBISH IN REAR YARD

## OIL STAINS IN CARPORT

## GOODS/RUBBISH STORED & ON SHOW IN CARPORT

## LAWN/YARD BADLY OVERGROWN

## SHADECLOTH ON BALCONY

## FLYSCREEN ON DOOR/WINDOW FALLING APART

## TREE TO BE TRIMMED TO FENCELINE

## TREE AT RISK OF DAMAGING PROPERTY

## OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# STRATA TITLES ACT 1988: ARTICLE 1 - 7 DAY NOTICE TO REPAIR/CLEANUP

We need your help regarding the above matter.

Your cooperation in fixing the problems within the next (7) days will be appreciated.

Should the situation remain unchanged at the end of this period your Strata Corporation will engage a contractor at your cost under Section 28 of the Strata Act.

The supporting legislation for this notice is attached.

Thank you in anticipation of your cooperation in this matter.

Yours sincerely,

**## Secretary Strata Corporation \_\_\_\_ Inc**

**## Manager for Strata Corporation \_\_\_\_ Inc**

PS: We can arrange for one of our regular contractors to attend, and recover the cost as a levy against your unit.

## Enclosures: Photograph, supporting legislation

*## delete what is not needed above ##*

**SUPPORTING LEGISLATION (STRATA TITLES ACT 1988)**

**STRATA CORPORATION ARTICLES**

1. (1) A unit holder must-

1. maintain the unit in good repair;

(2) The occupier of a unit must keep it in a clean and tidy condition.

**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; and

(c) to enforce the articles of the corporation.

**28. Power to enforce duties of maintenance or repair:**

(1) A strata corporation may, by notice in writing to a unit holder, require the unit holder-

(a) to carry out specified work in pursuance of a duty of maintenance or repair imposed on the unit holder by the articles;

(b) to carry out specified work to remedy a breach of this Act or the articles on the part of the unit holder, a former unit holder, or an occupier or former occupier of the unit;

(c) to carry out specified work required to be carried out on the unit by a public authority or council.

(2) If the unit holder does not comply with a requirement imposed under this section within the time allowed in the notice, a person or persons authorised by the strata corporation may (using such force as may be reasonably necessary in the

circumstances) enter the unit and carry out the specified work.

(3) A power of entry must not be exercised under subsection (2) unless the unit holder has been given reasonable notice of the proposed entry.

(4) Any cost reasonably incurred by the strata corporation in having work carried out under this section may be recovered as a debt from the unit holder.