



## Strata Title, Community, Precinct, Neighbourhood Scheme Inspection Reports

To receive a completed Strata Title, Community Association, Precinct or Neighbourhood Scheme Report from Compass Consultancy; the Terms & Conditions and **MUST** be agreed to in writing at the time of engagement of services.  
Emailed instructions (not in the form as prescribed by Compass Consultancy, constitute acceptance of Terms & Conditions)

### Terms & Conditions

#### ENGAGEMENT & PAYMENT OF SERVICES

- Each client must complete and return client agreement/booking form. (Written instructions from Solicitor/Conveyancer are the equivalent of a client agreement/booking form.)
- Completion & submission of online booking form, accessed from [www.compassconsultancy.com.au](http://www.compassconsultancy.com.au) constitutes acceptance and agreement of all terms & Conditions
- Strata Title, Community Association, Precinct, Neighbourhood Scheme Reports are only provided to the **named party** who has completed and provided an agreement to engage the services of Compass Consultancy.
- Reports will **NOT** be provided to any other party (excludes Solicitor/Conveyancer upon written request from named client).
- Additional person(s) requiring a copy of a completed report, **MUST** provide a completed agreement and full payment prior to receiving a copy of the report.
- Reports are valid for a period of one (1) calendar month from the date of completion. Reports required after one (1) calendar month, will require another full search of files with the appropriate Strata Manager
- **STRATA SCHEMES MANAGEMENT REGULATION 2016 - SCHEDULE 4 – Fees** (Clause 64) [Strata Scheme Management Regulation 2016](#)
- Scheduled search fee of **\$34.10** (inc GST) for one hour is included within the quoted price for report. Strata Management companies will occasionally charge additional fees for online access to records, an express/urgent fee for access to records, additional costs for printed information, or disbursements at their discretion; any fees or charges above \$34.10 (as charged by Strata Manager) will be on charged to client.
- An inspection of the records made available to the inspector will be carried out. One hour is provided by Strata Manager for inspector to obtain view documents, files, and all necessary information. Time constraints do not permit for all emails, correspondence, invoices, archived files to be viewed. Should the client require all documents to be reviewed, additional search fees will apply.
- Clients requiring an **Urgent** report (within 48 hours of request,) will be charged an express fee of \$110 inc GST (pending access).
- Travel costs (if required) will be charged at \$88 per hour.

#### VENDOR AUTHORITY

- A written vendor authority **MUST** be supplied at the time of request. Strata Managers are **NOT** permitted to provide access to records without a written Vendor Authority.
- Written authority may be obtained/provided from Vendor, Vendor Solicitor or Conveyancer.
- Strata Managers will **NOT** book an appointment for the search without receiving the Vendor Authority

#### REPORT CONTENT

- The contents of the report are based upon inspection of those Owners Corporation records available for a period of at least three (3) years prior to the date of the search.
- Where relevant, information received during conversations with officers of the Owners Corporation and/or the Managing Agent is included, however Managers are under no obligation to discuss any aspect of the Strata Plan with the Inspector.

- All reasonable care has been taken in the compilation of this report, and no guarantee of accuracy is offered or implied in respect of the information supplied to us at the time of the inspection, and no responsibility is accepted for any loss or damage whatsoever arising from inaccuracies contained in the information supplied to us at the time of inspection.
- Whilst every effort is made to ensure the accuracy of the information provided within the report, no liability can be accepted for any incorrect information that may have been obtained from those records or derived verbally from the Managing Agent of the Owners Corporation or members of the Strata Committee of the Owners Corporation
- No assurance that all the records of the Owners Corporation and Strata Plan will be made available or are complete at the time of the inspection and it is always possible that other relevant records/information exist and where not made available as requested.
- Reasons, cause, discussions and decisions of the Owners Corporation are not disclosed other than within minutes of meetings. Conversations/correspondence pertaining to the motions within minutes are not known to inspector.
- The report is made available to and for the benefit of the named parties appearing on the front of the report only. No other person shall be deemed to be entitled to rely upon the report for any purpose whatsoever.
- The details recorded in the report are current and valid as at the date listed on the front of the report only. Further meetings, correspondence, incidences, financial matters, building/engineering matters, compliance issues, by-laws, 'pending files' held by Managing Agents or any other heading as listed within the report, may have changed, altered or occurred since the original date of inspection. It is the purchaser's obligation to be aware of such possibilities.
- **No visual inspection of the property will be carried out.** Clients should make their own observations regarding the building condition, the general upkeep of common areas, any potential maintenance visibly required.
- It is strongly recommended that a Pre-Purchase Building & Pest inspection is conducted by a licensed and insured inspector prior to the exchange of contracts. It may assist the Pre-Purchase inspection to provide the report to the inspector prior to their inspection, allowing for a more comprehensive inspection. To book an accompanying Pre-Purchase Building & Pest Inspection, all 02 4862 1914.
- The report includes information in relation to levies that were obtained from the available records. We strongly recommend that a Section 184 Certificate is obtained prior to purchase to confirm levies and any other applicable charges.
- For Strata Schemes registered after July 1<sup>st</sup> 1997, a copy should be obtained of the By-Laws registered with the Strata Scheme. All Strata Schemes are to review the By-Laws, by 30<sup>th</sup> November 2017. Model By-Laws are available for adoption.
- A search should be made at the Land Titles Office to ascertain all registered dealings
- We do not warrant that any Insurance Policy mentioned in this Report which benefits the Owners Corporation is either valid, continuing or enforceable. Where the information was made available to us, we have provided the current Insurance Policy provided within the files.
- An Owners Corporation is required to keep Accounts, Minutes of Meetings, and Correspondence records. There is no external monitoring of such activity. Should an Owners Corporation fail to keep full records of its activities, or fails to keep them in an accessible manner, the inspection will be deficient. Inspection of Financial records will consist of the reporting only of expenses, income and reported levies. This report does not constitute an Audit.

#### **INSPECTOR DETAILS:**

- Compass Consultancy is a registered trading name of SoHi Property Services Pty Ltd (ACN: 621 840 748)
- Inspection of records and report have been completed by a qualified and licensed inspector; NSW Class 1 Agent – Strata Management & NSW Class 1 Agent – Real Estate - License #20025432
- Inspector is 100% independent. No affiliation to any Owners Corporation, Strata Management Firm, Real Estate, Solicitor or Conveyancer.
- Inspector does NOT engage in the services of Strata Management.

#### **FURTHER DETAILS:**

- Please feel free to contact the inspector who carried out this inspection, on 0401 577 330. (Inspector will only discuss content of the report with the named client or Solicitor/Conveyancer of named client).
- Should you have difficulty in understanding anything content of this report, immediately contact the inspector and have the matter explained to you or prior to acting upon this report. The inspector can only discuss facts recorded in this report and cannot provide further interpretation of the information or offer opinions.
- Until such time as settlement of purchase and provision of Section 22 Certificate to Strata Management; Strata Manager will not discuss any content within this report nor provide any further detail relative to the reported plan.
- Content within the report may be retrieved from archived files.
- Content within this report may be used in future reports for alternate clients.
- Expired quotations, expired service/compliance reports (Timber Pest, Annual Fire Safety) will not be included within report. Correspondence included will be at the discretion of Inspector.
- Attachments included within report are as provided by the Strata Manager at the time of search or from archived files.

- Reports always remain the property of Compass Consultancy and may be further provided to additional clients upon receipt of completed agreement/booking form and full payment
- All content, design, layout is the intellectual property of Compass Consultancy and may not be duplicated, replicated, extracted or altered without the express written permission of Compass Consultancy.

**HELPFUL LINKS:**

- [Strata Schemes Management Act 2015](#)
- [Strata Schemes Management Regulation 2016](#)
- [Section 184 - Inspection of Records](#)
- [Schedule 2 By Laws for pre 1996 schemes](#)
- [Schedule 3 Model By Laws for Residential Strata Schemes](#)
- [NSW Government: Living in Strata](#)
- [NSW Government: Pets in Strata](#)

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