



Let Independent Body Corporate Help You

Independent Body Corporate is one of the most experienced and widely used Body Corporate Management Services in Canberra. We manage a large number of varied properties - ranging from small two unit developments to large multi-floor high-rise buildings. Our ongoing close connections with all aspects of the Canberra real estate market allow us to deliver a service second to none. Independent provides convenience and peace of mind throughout the whole Body Corporate Management process.

Recently expanded and restructured, Independent Body Corporate is at the forefront of innovative Body Corporate Management in Canberra. Independent's unique teams-based management structure ensures a level of service un-matched in the industry. Instead of just one manager looking after you, you have a team of highly trained and experienced Body Corporate experts available to ensure the continued smooth management of your Body Corporate. This maximises the availability of Body Corporate Managers and means you will always get prompt, professional and consistent service every time you deal with Independent Body Corporate.

Independent Body Corporate has a unique custom made browser based system, Strata Online, designed for the financial and data base management of the properties it manages. Strata Online allows owners to access information relating to their own property online.

For further information contact Independent Body Corporate
Ph: 6209 1515 • Fax: 6247 9567 • bcenquiry@independent.com.au

Independent Body Corporate Pty. Ltd. Lic. Agent Level 1, Ethos House, 28-36 Ainslie Avenue, Canberra City ACT 2601

INDEPENDENT
BODY CORPORATE



Body Corporate Management Services

Advisory

Provide general advice and assistance to the Executive Committee and individual members of the Owners Corporation on matters relating to compliance with the Unit Titles Act and management of the Units Plan.

Financial

- Maintain bank accounts on behalf of the Owners Corporation. Pay accounts and receive funds on behalf of the Owners Corporation. Maintain financial records and reports as required under the Unit Titles Act.
- Preparation of the annual budget.
- Issue levy notices.
- Receipt levy payments and reconcile the bank account.
- Follow up outstanding levies and take steps to recover monies owing and where instructed by the Corporation/ Executive Committee, engage legal assistance.
- Preparation of financial statements and maintenance of financial records.
- Ensure tax compliance is met, prepare documentation for lodgement of BAS and Taxation Returns.

Customer service

As part of Independent Property Group's services, we can provide regular market updates of the activities within your development as well as within the Canberra region in general.

Meetings

- Prepare meeting agenda and supporting papers for the AGM and up to two committee meetings where required.
- Attend Annual General Meeting and up to two Executive Committee Meetings per annum and act as Secretary if required.

Insurance

- Arrange for insurance cover as required by the Unit Titles Act and lodge insurance claims where necessary.
- Independent Body Corporate is an authorised representative of CHU Underwriting Agencies Pty Ltd, an agent of QBE Insurance (Australia) Ltd, QBE Workers Compensation (NSW Limited), Mercantile Mutual Insurance Australia Limited and CGU Insurance.

Clerical

- Preparation and distribution of minutes of meetings.
- Attending to all other correspondence.
- Maintain records of the Owners Corporation in relation to ownership, maintain records of mortgage notices as required.
- Taking possession of, and care for the records, common seal and other documents pertaining to the Owners Corporation.

Section 75 Certificates

Preparation of Section 75 Certificates. Note: The charge for preparing the certificate will be invoiced to the applicant by Independent Body Corporate.

Maintenance

- Give advice on maintenance issues and call tenders for contracts to maintain common areas.
- Organise routine maintenance and repairs.
- Inspections of property with the Executive Committee as required.

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