



Checklist: Information required for submission of the 2023 Strata Manager Annual Return

The purpose of the checklist below is to help you prepare for completion of the online Strata Managers Annual Return.

It provides a list of information on your business you will need to have available to complete the online form as efficiently as possible.

Please note: So long as you complete the 2023 annual return on a single device, there is no requirement to complete it in a single sitting. Even if you quit the session, you will be able to return to where you left off. If, however, you resume on another device, you will have to start over. This checklist is provided to assist in completing the survey in a single session.

Note: This listing is provided as a checklist only and must not be used as a substitute for submission of the online return.

PLEASE NOTE: Questions marked with asterisks (*) are mandatory fields.	
<input type="checkbox"/>	Name of the Strata Manager* The Strata Manager is the entity or individual with an ABN/ACN that holds a strata management contract with a strata company
<input type="checkbox"/>	ABN or ACN
<input type="checkbox"/>	Address*
<input type="checkbox"/>	Mailing Address
<input type="checkbox"/>	Phone Number*
<input type="checkbox"/>	Business email*
<input type="checkbox"/>	If the business commenced in 2023, when was its first trading date?
<input type="checkbox"/>	Were there strata returns submitted in previous years under a different name? (Yes/ No)
<input type="checkbox"/>	If yes, please state the strata manager name

You will be asked to submit the total number of schemes and lots you managed in 2023

Number of schemes managed by size		Number of lots managed by scheme size	
<input type="checkbox"/>	Total number of small schemes containing up to 5 lots*	<input type="checkbox"/>	Total number of lots in these small schemes*
<input type="checkbox"/>	Total number of medium schemes containing between 6 and 20 lots*	<input type="checkbox"/>	Total number of lots in these medium schemes*
<input type="checkbox"/>	Total number of large schemes containing between 21 and 50 lots*	<input type="checkbox"/>	Total number of lots in these large schemes*
<input type="checkbox"/>	Total number of very large schemes containing more than 50 lots*	<input type="checkbox"/>	Total number of lots in these very large schemes*
<input type="checkbox"/>	Total schemes managed*	<input type="checkbox"/>	Total lots within all schemes managed*

You will be asked to submit financial values regarding schemes you managed in 2023

	Funds across schemes managed	Administrative funds* \$	Reserve funds* \$
<input type="checkbox"/>	Small schemes* (containing up to 5 lots)		
<input type="checkbox"/>	Medium schemes* (containing between 6 and 20 lots)		
<input type="checkbox"/>	Large schemes* (containing between 21 and 50 lots)		
<input type="checkbox"/>	Very Large schemes* (containing more than 50 lots)		
<input type="checkbox"/>	Totals across all schemes*		

<input type="checkbox"/>	Total insured value of all schemes managed \$
--------------------------	--

You will be requested to indicate how your managed schemes are being used and indicate the total number of schemes that are primarily used for the following purposes:

	Schemes managed categorised by usage purposes*	Number of schemes
<input type="checkbox"/>	Schemes managed for Residential purposes (i.e. single residence, group dwelling multi-residential)	
<input type="checkbox"/>	Schemes managed for Commercial purposes (i.e. offices, retail, showrooms, restaurants, gyms, bulky goods, shopping centres)	
<input type="checkbox"/>	Schemes managed for Industrial purposes (i.e. warehouses, factory units, workshops, depots)	
<input type="checkbox"/>	Schemes managed for Mixed use purposes (i.e. combined residential and commercial)	
<input type="checkbox"/>	Schemes managed for Miscellaneous purposes (i.e. nursing homes, retirement villages, education)	

This section requests strata managers indicate the service types that they provide to schemes.

Property* From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Obtain quotes and arrange for specialist work (for example sustainability infrastructure installation and maintenance, legal work, or accountancy work)
<input type="checkbox"/>	Obtain quotes and arrange for building services (for example maintenance and repair work)
<input type="checkbox"/>	Obtain quotes and arrange for essential services (for example, fire, safety, and health)
<input type="checkbox"/>	Obtain quotes and arrange for landscaping and gardening work
<input type="checkbox"/>	Obtain quotes and arrange for security and concierge services
<input type="checkbox"/>	Arrange building inspections and reports on non-routine repairs
<input type="checkbox"/>	Arrange building condition surveys and scheduled maintenance programs
<input type="checkbox"/>	Arrange for the transactions effecting common property as set out in s.93 of the Strata Tiles Act 1985.
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

Insurance* From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Prepare and lodge routine insurance claims with insurers or brokers
<input type="checkbox"/>	Prepare and lodge non-routine insurance claims with insurers or brokers
<input type="checkbox"/>	Arrange insurance valuations as instructed
<input type="checkbox"/>	Obtain quotes for insurance and insurance renewals
<input type="checkbox"/>	Administer insurance claims
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

Financial management*	
From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Establish and maintain required ADI account(s)
<input type="checkbox"/>	Keep and provide proper accounting records and statements of accounts for each financial year as required by the Act and the Regulations
<input type="checkbox"/>	Pay creditors' invoices on behalf of strata company
<input type="checkbox"/>	Assist any appointed auditor by providing records for audit
<input type="checkbox"/>	Help to prepare administrative and reserve fund budgets
<input type="checkbox"/>	Prepare additional financial reports or reports to specific requirements
<input type="checkbox"/>	Issue contribution notices
<input type="checkbox"/>	Monitor and arrange for recovery of contributions or other monies recoverable by strata company
<input type="checkbox"/>	Act as public officer of the strata company for ATO purposes
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

Records and correspondence*	
From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Prepare and maintain strata roll
<input type="checkbox"/>	Maintain records and documents of the strata company as required under the Act and the Regulations
<input type="checkbox"/>	Maintain custody of common seal if applicable
<input type="checkbox"/>	Attend to inquiries from owners and routine correspondence
<input type="checkbox"/>	Refer to council any correspondence, enquiries, complaints, and requests for information from owners, occupiers and third parties
<input type="checkbox"/>	Arrange and supply archiving facility
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

Meetings of strata company*	
From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Prepare and distribute notices and minutes of General Meetings (AGMs and EGMs)
<input type="checkbox"/>	Attend General Meetings in person or remotely
<input type="checkbox"/>	Submit statement of accounts and budget to General Meetings
<input type="checkbox"/>	Arrange venue for General Meetings in person or remotely
<input type="checkbox"/>	Prepare and distribute notices and minutes of Council meetings
<input type="checkbox"/>	Attend Council meetings
<input type="checkbox"/>	Arrange out of General Meetings resolutions
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

By-laws and legal*	
From a drop-down list, you will be asked to select which services are provided by the strata manager.	
<input type="checkbox"/>	Prepare, issue, and serve notices for breaches of by-laws
<input type="checkbox"/>	Instruct and liaise with lawyer in accordance with strata company resolutions
<input type="checkbox"/>	Assist Strata Company in Tribunal or court proceedings
<input type="checkbox"/>	Liaise with lawyer about by-laws and about reviewing, changing or consolidating by-laws
<input type="checkbox"/>	Lodging by-laws
<input type="checkbox"/>	Provide by-laws to councillors, owners, occupiers, and others
<input type="checkbox"/>	All of the above
<input type="checkbox"/>	None of the above

Other services* You will be asked to provide details of <i>other</i> services delivered by the strata manager.	
<input type="checkbox"/>	Provide details of any other services not listed above, that are provided under the strata management contract.

This section requests strata managers indicate the approximate value of professional, building, and property services engaged by the strata manager for all schemes managed in 2023.

(Strata managers are required to approximate the total cost of each of the services they have engaged for all schemes managed)

	Professional, building and property services engaged. From a drop-down list, you will be asked to approximate the value of each service type	Approximate value for each service type engaged by the strata manager across all schemes
<input type="checkbox"/>	Professional services Accountants, Financial and investment advisors, Lawyers, Auditors, Engineers, and Valuation services.	
<input type="checkbox"/>	Building services (construction and installation of infrastructure) Building construction, electrical services, air conditioning, internet, data, and information technology (IT) services, lift installation, fire, safety, and emergency services, and plumbing services.	
<input type="checkbox"/>	Property services (maintenance of infrastructure) Building maintenance (including lift maintenance), cleaning services, gym equipment, landscaping, and gardening (including lawn mowing and reticulation services), painting, and pool service.	
<input type="checkbox"/>	Other services Services engaged by the Strata Management but not covered within the categories above.	

This section requests strata managers indicate the level of qualifications held by persons employed and engaged.

	Role Responses required to the questions below.	No Qualifications towards Certificate IV Number of persons that are not working towards a Cert IV qualification	Partly Qualified in Certificate IV			Fully Qualified in Certificate IV (Schedule 4.1) The number of persons fully qualified in Cert IV
			1 – 3 Units Number of persons who have completed between 1 and 3 units of a Cert IV	4 – 8 Units Number of persons who have completed between 4 and 8 units of a Cert IV	9 – 18 Units Number of persons who have completed between 9 and 18 units of a Cert IV	
<input type="checkbox"/>	Principal(s)					
<input type="checkbox"/>	Designated person(s) (Regulation 90 and 96)					
<input type="checkbox"/>	Additional person(s)					

Checklist Online