

---

# Pre-settlement disclosure statement for existing units

---

This is a sample template for providing the information required under Regulation 34(1) of the Unit Titles Regulations 2011 (the Regulation) for a pre-settlement disclosure statement for existing units. This template also provides for some recommended additional information beyond the requirements of Regulation 34(1). There is currently no prescribed form for this statement, the specific wording and layout used in this template are not requirements of the Regulation.

## Pre-settlement disclosure statement for existing units

*Section 147, Unit Titles Act 2010*

Unit number:	<b>Unit PU18.</b>
Unit Plan:	<b>Deposited Plan 390572.</b>
Body Corporate number:	<b>391698.</b>

## Pre-settlement disclosure statement for existing units

- 1 This pre-settlement disclosure statement is provided to the buyer of the property in accordance with Section 147(1) of the Unit Titles Act 2010.
- 2 The amount of the contribution levied by the body corporate under Section 121 of the Unit Titles Act 2010 in respect of the unit being sold is **\$299 per month.**
- 3 The period covered by the contribution in paragraph 2 is **1<sup>st</sup> June 2025 – 31<sup>st</sup> May 2026.**
- 4 The manner of payment for the contribution in paragraph 2 is **direct debit to the Body Corporate Bank Account.**
5. The levy will be due on or before **20<sup>th</sup> of each month.**
- 6 *Select the statement that applies:*
  - No levy, or part of a levy, due to the body corporate is unpaid as at the date of this pre-settlement disclosure statement.
  - A levy, or part of a levy, due to the body corporate is unpaid as at the date of this pre-settlement disclosure statement in the amount of **\$(amount).**
- 7 *Select the statement that applies:*
  - No legal proceedings<sup>1</sup> have been instituted in relation to any unpaid levy.

Legal proceedings have been instituted in relation to an unpaid levy. Details of the proceedings are:

[set out details of the proceedings brought by the body corporate against the unit owner for recovery of the unpaid levy. This could include the body corporate using the courts or Tenancy Tribunal to enforce a debt against a unit owner, or a unit owner disputing the body corporate's demand that they pay a levy. – attach extra sheets if required]

8 Select the statement that applies:

No metered charges<sup>2</sup> due to the body corporate are unpaid as at the date of this pre-settlement disclosure statement.

Metered charges due to the body corporate are unpaid as at the date of this pre-settlement disclosure statement in the amount of \$[**amount**].

9 Select the statement that applies:

No costs relating to repairs to building elements or infrastructure contained in the unit are unpaid as at the date of this pre-settlement disclosure statement.

Costs relating to repairs to building elements or infrastructure contained in the unit are unpaid as at the date of this pre-settlement disclosure statement in the amount of \$[**amount**].

10 Select the statement that applies:

No interest is accruing on any money owing to the body corporate by the seller as at the date of this pre-settlement disclosure statement.

Interest is accruing on the amount of \$[**amount**] owing to the body corporate by the seller as at the date of this pre-settlement disclosure statement, at a rate of [**percentage**] per annum.

<sup>1</sup> Legal proceedings are any steps taken through a court or tribunal to obtain a legal decision, for example on disputed facts or matters of law, or to enforce a debt.

<sup>2</sup> Metered charges are fees for an amenity or service provided through the body corporate where a unit's use is recorded by an installed meter. Metered charges for the unit could include items such as water, electricity, or gas.

11 Select the statement that applies:

There are no proceedings pending<sup>3</sup> against the body corporate in any court or tribunal as at the date of this pre-settlement disclosure statement.

There are proceedings pending against the body corporate in a court or tribunal. Details of the proceedings are:

[set out details of any proceedings brought against the body corporate. This could include any kind of dispute where the body corporate is a defendant. It could also include any instance where the body corporate is being sued – attach extra sheets if required].

12 Select the statement that applies:

There are no proceedings initiated by the body corporate or intending to be initiated by the body corporate in any court or tribunal as at the date of this pre-settlement disclosure statement.

There are proceedings initiated by the body corporate or intending to be initiated by the body corporate in a court or tribunal. Details of the proceedings are:

[set out details of any proceedings brought by the body corporate. This could include any kind of dispute where the body corporate is a complainant, including where the body corporate is suing someone. It could also include any instance where the body corporate is intending to initiate legal proceedings, but they have not yet been initiated – attach extra sheets if required]

13 Select the statement that applies:

There are no written claims by the body corporate against a third party that has not been resolved.

There is a written claim or claims by the body corporate against a third party that has not been resolved. Details of the claim/s are:

[set out details of any written claim or claims by the body corporate against a third party that has not been resolved since the pre-contract disclosure statement was provided to the buyer – attach extra sheets if required]



14 Select the statement that applies:

There have been no changes to the body corporate operational rules since the pre-contract disclosure statement.

There have been changes to the body corporate operational rules since the pre-contract disclosure statement.

[set out details of any changes to the body corporate operational rules since the pre-contract disclosure statement was provided to the buyer – attach extra sheets if required]

<sup>3</sup>. Proceedings pending means legal proceedings that are in progress.

Signed by seller or person authorised by seller:	<p>[signature]</p>  <small>Graeme Ellen (Dec 23, 2025 18:10:55 GMT+13)</small>	 <small>Mark William Ellen (Dec 30, 2025 12:28:25 GMT+13)</small>
Name:	<p>[name]</p> Graeme Ellen	Mark William Ellen
Date:	<p>[day, month, year]</p> Dec 29, 2025	

- 15 The body corporate certifies that the information in this pre-settlement disclosure statement is correct.

In addition to the information above, it is the intention of the Body Corporate to paint the outside of the trellis fence of Units 17, 18 & 19 leading to the Community Centre and surrounding the bowling green. The paint colour is Ironsand and is already being used as we upgrade the colour palette at Caversham Park. This work falls under the Long Term Maintenance Plan and will be funded by the Long Term Maintenance Fund. We expect this to be carried out sometime over the next three months.

Signed the by Secretary on behalf of Body Corporate #390572	<b>M A Devonshire</b>
Name:	<b>Mary Anne Devonshire</b> <b>Secretary – Caversham Park Body Corporate</b>
Date:	<b>18<sup>th</sup> December 2025</b>

Note: This certificate, given by the body corporate certifying that the information in the pre-settlement disclosure statement is correct, may be contained in a separate document that accompanies this pre-settlement disclosure statement.

*This form has been created by the Ministry of Business, Innovation and Employment as an example of a pre-settlement disclosure statement that complies with the requirements of Regulation 34(1) The information contained in the form is intended as an example of how these sections may be completed, and the specific wording used is not a requirement of the Unit Titles Regulations 2011.*











# Pre-Contract Disclosure Statement - 18-2 Caversham Road

Final Audit Report

2025-12-29

Created:	2025-12-22
By:	Rochelle Burton (rochelleb@arizto.co.nz)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUMbsviBar_kvS37-fYOAGBPLQHIURSn_

## "Pre-Contract Disclosure Statement - 18-2 Caversham Road" History

-  Document created by Rochelle Burton (rochelleb@arizto.co.nz)  
2025-12-22 - 4:33:08 AM GMT
-  Document emailed to graeme.ellen@metroglass.co.nz for signature  
2025-12-22 - 4:35:08 AM GMT
-  Email viewed by graeme.ellen@metroglass.co.nz  
2025-12-22 - 4:35:20 AM GMT
-  Signer graeme.ellen@metroglass.co.nz entered name at signing as Graeme Ellen  
2025-12-23 - 5:10:53 AM GMT
-  Document e-signed by Graeme Ellen (graeme.ellen@metroglass.co.nz)  
Signature Date: 2025-12-23 - 5:10:55 AM GMT - Time Source: server
-  Document emailed to eelracing34@gmail.com for signature  
2025-12-23 - 5:10:57 AM GMT
-  Email viewed by eelracing34@gmail.com  
2025-12-23 - 9:05:44 AM GMT
-  Signer eelracing34@gmail.com entered name at signing as Mark William Ellen  
2025-12-29 - 11:28:23 PM GMT
-  Document e-signed by Mark William Ellen (eelracing34@gmail.com)  
Signature Date: 2025-12-29 - 11:28:25 PM GMT - Time Source: server
-  Agreement completed.  
2025-12-29 - 11:28:25 PM GMT