

### Schedule of Services

#### **1. Body Corporate Manager:**

First Street Body Corp be appointed as body corporate manager to assist the Chairperson, Committee and Body Corporate fulfil their duties and obligations under the Unit Titles Act 2010 and its Regulations.

#### **2. Debt Collection:**

- i)* Pursuant to Section 128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
- ii)* The Body Corporate is authorised to instruct First Street Body Corp Management Limited to recover any unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using First Street collection procedures where debt has been outstanding for more than 14 days.
- iii)* The Committee is authorised to instruct First Street Body Corp Management Limited, or Lawyers of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner where need be.

#### **Overdue fees, Body Corporate Manager's Costs, interest and Lawyer's expenses:**

Any overdue fees, Body Corporate Manager's costs, interest or Lawyer's expenses incurred in the recovery of an overdue levy for a unit are the Proprietor's responsibility to pay.

These charges are not reversible unless by consented by majority vote of the Body Corporate at a General Meeting, at which point the trust account of the Body Corporate becomes liable for payment of those fees.

Any unpaid levies will incur the following debt collection process and charges for non-payment will be applied as set out below:

**7 days AFTER the due date of the levy instalment** – A **friendly reminder** will be issued, with payment due date, no charges will apply.

**14 days AFTER the due date of the levy instalment** – A **demand letter** will be issued alongside a non-refundable debt collection administration cost of \$150.00 including gst which will apply.

**35 days AFTER the due date of the levy instalment** – A **lodgement of debt collection letter** will be issued to the defaulting owner alongside a non-refundable debt collection administration cost of \$500.00 including GST. Should the outstanding levies and/or debts still remain unpaid then an application will be lodged on behalf of the Body Corporate to the



Tenancy Tribunal. Any associated costs will be the responsibility of the defaulting owner including but not limited to; filing fees, interest for outstanding levies, legal and/or other representation, time and attendance of the Body Corporate Manager.

**3. Body Corporate Manager Attendance at Tenancy Tribunal/Court:**

Should First Street Body Corp Management Ltd be required to attend a Tenancy Tribunal, District Court or High Court Hearing on behalf of the Body Corporate then the following fees will apply:  
\$150.00 inc gst per hour, plus any disbursements.

**4. Direct Debits**

If an owner has established a direct debit and this is dishonoured an administration fee of \$25 plus GST will be applied.

**5. Payment Plans**

If an agreed payment plan is not honoured Debt Collections procedures as outlined in 2 above will be followed and not further payment plans will be permitted for the owner.

Note: Rates are subject to change and CPI Increase.