

## Changeover Kit.©

Includes:

1. List of Instructions
2. List of Owners & Contact details
3. Letters to Owners
4. Letters of Authority
5. Stamped Self-Addressed envelopes
6. Letter to the current Manager giving notice ie. (Termination Letter)
7. List of Questions to ask prospective Managers (found on New Manager Checklist on Downloads Page [www.strataway.com.au](http://www.strataway.com.au))

## A WELCOME CHANGE

Instruction List:

You Need:

1. Someone to follow this through.
2. List of Owners and their contact details.
3. A Simple Majority of Members.
4. Copy of the Management Contract.
5. A Changeover Kit. ©

Procedure:

If there is a copy of the current Management Contract (4) be sure to get professional legal advice\* before taking action. ( \*you may find that you will have to pay out the balance of the contract if you break it.)

Using the List of Owners and their details, send your letters (1) outlining your wish to change. These will include;

1. Your Letter to Owners.
2. The Authority Letter.
3. Stamped Self-Addressed envelope.

Your letter will ask for their support by requesting them to sign the Authority Letter on your behalf and mail it back to you in the stamped, addressed envelope provided.

Once a Simple Majority of Owners is obtained, take copies of the Authority Letters and send them to the current Body Corporate Manager with the Termination Letter. This will give notice that their service is being terminated and will ask for the books of your Body Corporate to be prepared for pickup.

## Letter to the Owners

Dear .....

I am writing to you as a fellow owner of .....

.....(*Address*). I am not happy with our current  
Body Corporate Manager and wish to terminate their contract with us.

(*Reasons*).....

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We need a **Simple Majority** of Owners to terminate their contract  
giving 1 months notice (subject to contract details).

Please sign the Letter of Authority if you agree to terminate their  
service and then promptly send it to me in the envelope provided.

Call me on .....(*Phone No*) if you wish to discuss this  
matter further.

Yours Sincerely

.....(*Name*).....(*Unit No.*)

.....(*Date*)

## Letter of Authority

Dear.....

I hereby give you the authority to vote on my behalf to  
terminate the management of our Body Corporate

No. .... of

.....(*Address*)

currently managed by.....(*Manager*)

.....(*Signature*)

.....(*Print Name*)

.....(*Date*)

Termination Letter

Manager.....

Address.....

Date.....

.....

Dear Sir/Madam

We are writing to inform you that your services as  
Manager to our Body Corporate No. ....  
are no longer required and we want you to prepare the  
books within the notice period for collection by a  
member of the Body Corporate.

We are hereby giving you one months notice prior to  
the Annual General meeting.

Copies of the Letters of Authority are enclosed for your  
perusal.

Kind Regards

.....*Name*