

BUILDING MANAGER DISCLOSURE FORM

Strata Schemes Management Regulation 2016 - Sections 13B to 13F

PART A: BUILDING MANAGER DETAILS

Strata Scheme Name	Strata Plan Number	Building Manager Name/Company	ABN/ACN	Contact Person	Date of Appointment /Engagement	Building Manager Agreement Date	Date of This Disclosure

PART B: PRE-APPOINTMENT CANDIDATE DISCLOSURE

Complete this section ONLY if you are applying to be appointed as building manager

Legislative Reference: Regulation 13F - Building Manager Candidates

Declaration:

- ☐ I DO NOT expect to receive any benefits that will affect the fees I will charge under the building manager agreement.
- ☐ I DO expect to receive benefits that will affect the fees I will charge under the building manager agreement, as detailed below:

Details of Expected Benefits:

Benefit Type	Provider of Benefit	Description	Value/Calculation Method
☐ Referral Fee ☐ Commission ☐ Other: _____			\$ _____ per _____ OR Method: _____
☐ Referral Fee ☐ Commission ☐ Other: _____			\$ _____ per _____ OR Method: _____
☐ Referral Fee ☐ Commission ☐ Other: _____			\$ _____ per _____ OR Method: _____

Total Estimated Annual Benefits: \$ _____

Example: "I expect to receive a 10% commission from ABC Pool Services (\$50/month = \$600 annually) and a \$100/month referral fee from XYZ Cleaning (\$1,200 annually). Total estimated benefits: \$1,800 per year."

PART C: ONGOING DISCLOSURES FOR APPOINTED BUILDING MANAGERS

Complete this section if you are already appointed as building manager

C1. CONNECTIONS WITH SUPPLIERS

Legislative Reference: Regulation 13E(1)(a) - Connected with Supplier

Do you have any connection with suppliers of goods or services for this strata scheme?

☐ **NO** - I have no connections with any suppliers to this scheme.

☐ **YES** - I am connected with the following suppliers:

Supplier Disclosure Details:

Supplier 1:

Supplier Name/Company: _____

Goods/Services Provided to Scheme: ☐ Pool maintenance ☐ Garden/landscaping ☐ Cleaning services ☐ Security services ☐ Repairs/maintenance ☐ Fire safety services ☐ Pest control ☐ Other: _____

Nature of Connection: ☐ Family member (specify): _____ ☐ Business partner/co-owner ☐ Employee/employer relationship ☐ Shareholder/director ☐ Receive commission/referral fees ☐ Other connection (specify): _____

Detailed Explanation of Connection:

Do you receive financial benefit from this supplier? ☐ YES ☐ NO

If YES, specify:

Type of benefit: _____

Amount or calculation method: _____

Frequency: _____

Supplier 2:

Supplier Name/Company: _____

Goods/Services Provided to Scheme: ☐ Pool maintenance ☐ Garden/landscaping ☐ Cleaning services ☐ Security services ☐ Repairs/maintenance ☐ Fire safety services ☐ Pest control ☐ Other: _____

Nature of Connection: ☐ Family member (specify): _____ ☐ Business partner/co-owner ☐ Employee/employer relationship ☐ Shareholder/director ☐ Receive commission/referral fees ☐ Other connection (specify): _____

Detailed Explanation of Connection:

Do you receive financial benefit from this supplier? ☐ YES ☐ NO

If YES, specify:

Type of benefit: _____

Amount or calculation method: _____

Frequency: _____

Supplier 3:

Supplier Name/Company: _____

Goods/Services Provided to Scheme: ☐ Pool maintenance ☐ Garden/landscaping ☐ Cleaning services ☐ Security services ☐ Repairs/maintenance ☐ Fire safety services ☐ Pest control ☐ Other: _____

Nature of Connection: ☐ Family member (specify): _____ ☐ Business partner/co-owner ☐ Employee/employer relationship ☐ Shareholder/director ☐ Receive commission/referral fees ☐ Other connection (specify): _____

Detailed Explanation of Connection:

Do you receive financial benefit from this supplier? ☐ YES ☐ NO

If YES, specify:

Type of benefit: _____

Amount or calculation method: _____

Frequency: _____

☐ **Additional suppliers attached** (if more than 3 suppliers, attach additional pages)

C2. CONNECTION WITH ORIGINAL OWNER

Legislative Reference: Regulation 13E(1)(b) - Connected with Original Owner

Are you connected with the original owner (developer/builder) of this strata scheme?

☐ **NO** - I have no connection with the original owner.

☐ **YES** - I am connected with the original owner, as detailed below:

Original Owner Name/Company: _____

Nature of Connection: ☐ Family member (specify): _____ ☐ Business partner/co-owner ☐ Employee/employer relationship ☐ Shareholder/director ☐

Professional relationship (e.g., previously engaged by developer) ☐ Financial interest ☐ Other connection (specify): _____

Detailed Explanation of Connection:

Duration of Connection: From: ____ / ____ / ____ To: ☐ Ongoing ☐ Ended: ____ / ____ / ____

Does this connection affect your decision-making for the scheme? ☐ YES ☐ NO ☐ Potentially

If YES or Potentially, explain:

C3. FINANCIAL INTERESTS IN THE SCHEME

Legislative Reference: Regulation 13E(1)(c) - Financial Interest

Do you have any direct or indirect financial interest in this strata scheme?

☐ **NO** - I have no financial interest in this scheme.

☐ **YES** - I have the following financial interest(s):

Type of Financial Interest:

☐ **Direct Ownership**

I own lot number(s): _____

Purchase date: ____ / ____ / ____

Nature of ownership: ☐ Sole ☐ Joint ☐ Company ☐ Trust

Purpose: ☐ Owner-occupied ☐ Investment ☐ Commercial

☐ **Indirect Ownership**

Related party owns lot number(s): _____

Relationship to owner: _____

Nature of my interest: _____

☐ **Other Financial Interest**

Type: _____

Description: _____

Does this financial interest create any conflict with your building manager duties? ☐ YES ☐ NO ☐ Potentially

If YES or Potentially, explain how you will manage this conflict:

PART D: CONTRACT-SPECIFIC DISCLOSURES

Legislative Reference: Regulation 13D - Benefits and Connections When Suggesting Contracts

Complete this section each time you recommend a contract for goods or services to the owners corporation

Date of Recommendation: ____ / ____ / ____

Contract Description: _____

Recommended Supplier: _____

Estimated Contract Value: \$ _____

Contract Duration: From: ____ / ____ / ____ To: ____ / ____ / ____

D1. BENEFITS FROM RECOMMENDED CONTRACT

Will you receive any benefit in relation to this contract?

☐ **NO** - I will not receive any benefit from this contract.

☐ **YES** - I will receive the following benefit(s):

Benefit Details:

Provider of Benefit: _____

Type of Benefit: ☐ Referral fee ☐ Commission ☐ Finder's fee ☐ Rebate/discount for other services ☐ Other: _____

Monetary Value: ☐ Fixed amount: \$ _____ ☐ Percentage: ____ % of contract value = \$ _____ (estimated) ☐ Ongoing: \$ _____ per _____ for duration of contract

Method of Calculating Value:

When Benefit Will Be Received: ☐ Upfront upon contract signing ☐ Monthly during contract term ☐ Upon contract completion ☐ Other: _____

Total Estimated Benefit: \$ _____

D2. CONNECTION WITH RECOMMENDED CONTRACTOR

Are you connected with the recommended contractor?

- ☐ NO - I have no connection with this contractor.
- ☐ YES - I am connected with this contractor, as detailed below:

Nature of Connection: ☐ Family member (specify): _____ ☐ Business partner/co-owner ☐ Employee/employer relationship ☐ Shareholder/director ☐ Friend/personal relationship ☐ Previous professional relationship ☐ Other connection (specify): _____

Detailed Explanation:

How does this connection impact your recommendation?

D3. COMPETITIVE COMPARISON

Have you obtained competitive quotes for this contract?

- ☐ NO - Only obtained quote from recommended supplier.
- ☐ YES - Number of quotes obtained: _____

Comparison Summary:

Supplier	QuoteAmount	Connected?	Benefit to You?	Notes
(Recommended)	\$	☐ Yes ☐ No	☐ Yes ☐ No	
	\$	☐ Yes ☐ No	☐ Yes ☐ No	
	\$	☐ Yes ☐ No	☐ Yes ☐ No	

Why are you recommending this supplier despite connection/benefit?

PART E: ONGOING DISCLOSURE UPDATE

Use this section for periodic updates to your disclosure (recommended quarterly)

Update Date: ____ / ____ / ____

Changes Since Last Disclosure:

☐ **No changes** - All previous disclosures remain current and accurate.

☐ **New connections/interests** - Details:

☐ **Ended connections/interests** - Details:

☐ **Modified connections/interests** - Details:

PART F: DECLARATIONS AND ACKNOWLEDGMENTS

F1. Building Manager Declaration

I, _____ (full name),

as the building manager / representative of the building manager (circle one) for the above strata scheme,

DECLARE THAT:

I have read and understood my disclosure obligations under Sections 13B to 13F of the Strata Schemes Management Regulation 2016.

The information provided in this disclosure form is true, complete, and accurate to the best of my knowledge.

I understand that I have an ongoing duty to promptly disclose any new connections, interests, or benefits that arise during my appointment.

I understand that failure to comply with disclosure requirements may constitute acting unlawfully and could result in:

Termination of the building manager agreement

Tribunal proceedings

Fair Trading investigation and enforcement action

I will update this disclosure immediately if any of the information provided changes.

I understand that this disclosure must be provided to the owners corporation and made available for inspection by lot owners.

Signature: _____

Name (print): _____

Position/Title: _____

Date: ____ / ____ / ____

F2. Witness Declaration (Optional but Recommended)

Witness Name: _____

Witness Signature: _____

Date: ____ / ____ / ____

PART G: OWNERS CORPORATION ACKNOWLEDGMENT

Received by: _____

Position: ☐ Strata Manager ☐ Strata Committee Secretary ☐ Chairperson ☐ Other: _____

Date Received: ____ / ____ / ____

Signature: _____

Action Taken:

☐ Disclosure filed in scheme records ☐ Disclosure provided to strata committee ☐ Disclosure noted at committee meeting on: ____ / ____ / ____ ☐ Disclosure requires further review/action ☐ Other: _____

Committee Resolution (if applicable):

Motion: _____

Meeting Date: ____ / ____ / ____

Resolution: ☐ Accepted ☐ Requires further information ☐ Other action required

Committee Notes:

PART H: RECORD KEEPING

Disclosure History:

Date	Type of Disclosure	Summary	Filed By
	☐ Initial ☐ Update ☐ Contract-specific		
	☐ Initial ☐ Update ☐ Contract-specific		
	☐ Initial ☐ Update ☐ Contract-specific		
	☐ Initial ☐ Update ☐ Contract-specific		

GUIDANCE NOTES FOR COMPLETING THIS FORM

What Must Be Disclosed?

Section	Disclosure Requirement	Timing
Building Manager Candidates (Part B)	Benefits expected affecting fees; Referral fees, commissions, or other arrangements	At candidacy
Building Manager Candidates (Part B)	Helps owners corporation compare candidates fairly	At candidacy
Appointed Building Managers (Part C)	All connections with suppliers currently used by scheme	Upon appointment
Appointed Building Managers (Part C)	Any connection with the original owner/developer	Upon appointment
Appointed Building Managers (Part C)	Any financial interest in the scheme (direct or indirect)	Upon appointment
Recommending Contracts (Part D)	Any benefit from recommended contract; Any connection with recommended contractor	Before contract is entered into (in writing)
When to Update Disclosures	Become connected with new supplier; Acquire financial interest; Recommend contract with benefit/connection; Previously disclosed info changes	Immediately
Schedule	Quarterly disclosure review and update; Annual comprehensive disclosure at AGM; Whenever material changes occur	Quarterly, Annually, As needed

What Counts as a "Connection"?

Family relationships: Spouse, partner, children, parents, siblings, in-laws

Business relationships: Partners, shareholders, directors, co-owners

Employment: Employee, employer, contractor relationships

What is a "Benefit"?

Referral fees: Payment for referring business

Commissions: Percentage of contract value

Kickbacks: Payment or advantage for recommending supplier

Rebates: Discounts on other services you receive

Financial: Receiving commissions, referral fees, kickbacks, rebates

Personal: Close friendships that may influence decision-making

When in doubt, disclose! Over-disclosure is better than non-disclosure

Indirect benefits: Advantages to related parties or businesses

Include:

The exact amount OR method of calculating the amount

When the benefit is received (upfront, monthly, upon completion)

Who pays the benefit

Storage and Access

Owners Corporation Must:

- File all disclosures in scheme records
- Make available for inspection by lot owners
- Review regularly with strata committee
- Consider disclosures when making decisions

Retention period: Maintain for duration of appointment plus 7 years.

CONTACT INFORMATION

For Questions About Disclosure Obligations:

NSW Fair Trading Phone: 13 32 20 Website: nsw.gov.au/housing-and-construction/strata

Your Strata Manager Name: _____ Phone: _____ Email: _____

Form Version: 1.0

Date: 30 September 2025

Based on: Strata Schemes Management Regulation 2016, Sections 13B-13F (as amended)

APPENDIX: LEGISLATIVE REFERENCES

Strata Schemes Management Regulation 2016:

Section 13B: Building manager duties generally

Section 13C: Duty to report maintenance, repair and safety issues

Section 13D: Duty to disclose benefits and connections when suggesting contracts

Section 13E: Duty to disclose relationships and financial interests

Section 13F: Duty of candidates for appointment as building manager

All sections come into effect: 27 October 2025