

This form will assist us in managing your property appropriately on your behalf. While decisions affecting the strata scheme remain your responsibility as the owner, DHA may need to liaise directly with the strata management company in some instances.

## Section 1 – Property details

Complete the property details.

Property ID (if known)	<input type="text"/>		
Property address	Unit/Street No.	Street name	
	Suburb	State	Postcode
	<input type="text"/>		
Registered Scheme Number	<input type="text"/>	<b>Note:</b> In the state or territory in which the property is located, the Registered Scheme Number could be referred to as: Unit Plan (UP or UTS), Strata Plan Number (SP), Survey-Strata Plan Number, Community Titles Scheme Number (CTS), Community Title (CT), or Owners Corporation Number (OC or PS)	
Number of units in the complex	<input type="text"/>		
Complex name	<input type="text"/>		
Caretaker details (if applicable)	Name	Phone	
	<input type="text"/>		
	Email	<input type="text"/>	

## Section 2 – Strata Management or Body Corporate details

**Attach** a copy of the By-laws or equivalent "House Rules" or Community Association Rules statement, or Owners Corporation Rules.

Is your scheme managed by an external provider?	No <input type="checkbox"/>	<b>Note:</b> If your scheme is not managed by an external provider, it is assumed that the property is self-managed.	
	Yes <input type="checkbox"/>	Name of strata management company or person responsible <input type="text"/>	
Strata Manager/Body Corporate Manager's name	<input type="text"/>		
Address	Unit/Street No.	Street name	
	Suburb	State	Postcode
	<input type="text"/>		
Phone number	<input type="text"/>		
Email	<input type="text"/>		

## Section 3 – Communal facilities

Indicate the communal facilities in the complex.

Swimming pool	<input type="checkbox"/>	Playground	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	Lifts	<input type="checkbox"/>
BBQ area	<input type="checkbox"/>	Tennis court	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>	

## Section 4 – Technology capabilities

Indicate whether these connections are installed and/or available.

NBN	Installed	<input type="checkbox"/>
	Available by application	<input type="checkbox"/>
	No NBN service available	<input type="checkbox"/>
Pay TV	Installed	<input type="checkbox"/>
	Available by application	<input type="checkbox"/>
	No pay TV allowed	<input type="checkbox"/>

## Section 5 – Pets

Indicate whether the property allows pets.

 If an application is required, please attach the associated documentation.

Does the property allow pets? No   
Yes   
Yes   
(with conditions/  
restrictions)

## Section 6 – Building information

Provide details relating to the building. This information is generally available within the By-laws or equivalent “House Rules”, Community Association Rules statement, Owners Corporation rules, and/or via the Owners Portal (if applicable).

Alternatively, this information can also be provided by the Strata Manager or Body Corporate Manager (if applicable).

 If an application is required for the replacement of items, please attach the associated documentation.

Does the building have visitor parking? No   
Yes

Does the building have removalist restrictions? No   
Yes

Provide details of restrictions

Does the building have security access? No   
Yes

**You have completed the form. Thank you**

Does the building require an access card? No   
Yes

Provide details on the replacement of an access card

Does the building require a key? No   
Yes

Provide details on the replacement of a key

Does the property have a remote control for parking facilities? No   
Yes

Provide details on replacement of the remote control

**Thank you for completing this form.**

**Please return it and any required documents to your Leasing Contracts Manager. DHA cannot process any payments until this form is received.**