

NEED A CHANGE?

Our 6 step guide on how to change your Body Corporate Manager



1

Request a quotation from Strata Management Group (SMG) via our website by providing the relevant details for your Body Corporate, or by phoning the SMG Business Development Team on 07 3267 1888.

2

Submit the SMG appointment motion along with the associated quotation to your current manager for inclusion in the upcoming Annual General Meeting (AGM). If you are an Owner who is not part of the Committee, ensure that the motion is submitted before your scheme's financial year end.

3

Submit your voting paper and attend the AGM, and encourage other Owners at the scheme to do likewise.

4

Advise the SMG Business Development Team if the appointment motion was successful and provide them with the best contact details to arrange the handover of the books and records.

5

Allow at least 30 days for SMG to be provided with the Body Corporate records from your manager. Once the records have been received it typically takes a week to have everything set up in the SMG system.

6

Once the handover is complete Owners will receive a welcome pack, which provides the details of the appointed manager, along with their direct contact details. Owners are also provided with log in details for the online portal, instructions on how to make a levy payment, and forms to ensure that all contact details are correct.