ENGINEERED STRATA

RESOURCE 01 · SWITCHING MANAGERS

Switching managers checklist

Changing your Owners Corporation manager is a six-week project, not a leap.
Tick these off in order and the handover runs without the building noticing.

Before you decide (week 0)

- [ ] Find your current management agreement and note the end date and notice period
- [ ] Check how the agreement can be ended: expiry, notice, or a resolution of the Owners Corporation
- [ ] List what isn't working: minutes, fees, response times, maintenance, insurance
- [ ] Book a free consultation and bring the last budget and AGM minutes

Proposal (week 1)

- [ ] Ask for a single fixed fee in writing, with the scope listed
- [ ] Ask what is not included and how disbursements are charged
- [ ] Confirm where the Owners Corporation's funds will be held
- [ ] Confirm registration, professional indemnity insurance, and where records are stored

Decision (weeks 1 to 2)

- [ ] Put the appointment to a general meeting, or a committee decision if the rules allow
- [ ] Record the resolution in the minutes
- [ ] Give the outgoing manager written notice as the agreement requires

Handover (weeks 2 to 5)

- [ ] Outgoing manager hands over records, registers, funds, insurance, and contracts
- [ ] New manager verifies balances against bank statements on arrival
- [ ] Owners told who to contact from the changeover date
- [ ] Levy notices, insurance renewal dates, and maintenance contracts re-checked

First quarter (week 6 on)

- [ ] Named contact confirmed, reporting schedule agreed
- [ ] Maintenance plan drafted and priced
- [ ] First quarterly report received and read by the whole committee

> Notice periods and the way an agreement can be ended differ between agreements and between states. Check yours before giving notice, and ask us if it isn't clear.