

# New Zealand Chapter

## Strata Manager Member Application Form

### How do I become a Manager Member of the New Zealand Chapter?

Complete the application form provided and provide the required documentation & payment of membership fees.

Once your membership has been approved you will receive a welcome kit that will contain your membership number, membership certificate, and other important documents.

### Membership Type & fees

Membership is on a Corporate basis and covers all employees of the member.

The annual membership fee is \$A0.55 per lot under management per annum with a minimum fee of \$660.

### How do I qualify to be a member?

The corporation must have a current, valid NZBN and operate as a strata/community title manager. You must also have current Professional Indemnity and Public Liability insurances. Two business references are also required. Membership is conditional upon Board approval.

### Terms and Conditions

I undertake to be bound by the [SCA Ltd Constitution](#), [Code of Conduct](#) and Policies/Practices of SCA Ltd in force as of the date of my admission to membership and acknowledge the right of the Board and the SCA Ltd Management to suspend or cancel my membership in accordance with the SCA Ltd Constitution and Code of Conduct.

I acknowledge that SCA Ltd does not provide a guarantee for growth of my business.

## Cancellation Policy

Your membership can be cancelled should you breach the Code of Conduct and good business practise within the strata industry. There will be no refund if your membership is cancelled. No refund will be provided by SCA Ltd should you wish to cancel your membership during the calendar year.

SCA Ltd reserves the right to cancel membership should payments not be received by the third notice period. Should a member wish to rejoin after cancellation they will need to pay a once off joining application fee of \$100 plus membership fees

## Payment Policy

Invoices must be paid promptly within the 14 day period specified on the invoice. SCA Ltd will provide members with a reminder letter should payment not be received within 14 days. If an invoice remains unpaid a second reminder letter will be issued together with a late fee of \$100. If payment is still not received after the second reminder letter membership will be cancelled and all other services provided by SCA Ltd will be cancelled until payment is made.

## Applicant Declaration

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Strata Manager Membership Application Form

Please attach the following documents with your application:

- Two (2) written references per membership.
- Copy of current certificate of Professional Indemnity Insurance or Public Liability Insurance
- Copy of current Certificate of Incorporation

## Company/Business Details:

Company Name: \_\_\_\_\_ Trading Name\*: \_\_\_\_\_

NZBN: \_\_\_\_\_ Number of lots managed \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Postal: \_\_\_\_\_ Postcode: \_\_\_\_\_

Street\*: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

Website\*: \_\_\_\_\_ Fax\*: \_\_\_\_\_

## \* Contact Details to appear in online Strata Directory: (if different from above)

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Web: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

Industry type \_\_\_\_\_ (eg Strata Manager)

Short business description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Officer-in-Charge Details:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Other Name known by (e.g. Maiden Name): \_\_\_\_\_

Postal: \_\_\_\_\_ Postcode: \_\_\_\_\_

Street: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (direct) \_\_\_\_\_ (M) \_\_\_\_\_

Work Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Details of employees to be included in the corporate membership

| Name | Position | Email | Telephone |
|------|----------|-------|-----------|
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# Payment Details

**Billing Contact:** Tax invoice/receipt & Membership renewal notices will be sent to the below contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**PAYMENT OPTIONS:**

- Cheque:** Made payable to Strata Community Australia Ltd
- EFT:** Strata Community Australia Ltd, Macq, BSB: 182-222, A/C: 303106959
- Credit Card:** May incur a fee - MasterCard/Visa - 1.9% Fee, Amex – 3.03% Fee

Cardholder Name: \_\_\_\_\_ Credit Card Number:

Signature: \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_\_

**REMITTANCE ADVICE** - Please return application form with your payment either by post or email to:

**Post:** SCA, Suite 101 & 102, Level 1, 845 Pacific Highway CHATSWOOD NSW 2067

**Email:** admin@stratacommunity.org.au

**Office Use Only:**

| <b>Administrative Process</b>   | <b>Initial &amp; Date Actioned</b> | <b>Administrative Process</b>                       | <b>Initial &amp; Date Actioned</b> |
|---|------------------------------------|---|------------------------------------|
| Create New Member Profile in database.<br>Membership Number;<br>Corporate -<br>Individual - |                                    | Website login set up<br>Corporate -<br>Individual - |                                    |
| Application form received:  |                                    | Date Payment processed:                             |                                    |
| Payment received:   |                                    | Tax invoice/receipt sent:                           |                                    |
| Welcome Pack sent:  |                                    | Date Membership<br>Approved by Board:               |                                    |
| Agency Agreement templates sent:  |                                    | SSD contact details entered:                        |                                    |