

 **Call Us: 03 9749 8515** (tel:0397498515)

Buying an Appt / Unit Checklist

- ☐ Talk to other flat and unit owners within the same apartment if possible. This will help you understand if that unit will be a suitable fit for your lifestyle.
- ☐ Check all the common areas shared by the units. These common areas are usually maintained by Owners Corporation. Ensure that you're comfortable with the Owners Corporation fees and facilities.
- ☐ Once you become the owner of the unit, you will be eligible to vote on decisions about the operation of your Owners Corporation and other responsibilities.
- ☐ More information about the Owners Corporation can be obtained from the "owners corporation certificate" attached to the section 32 statement.
- ☐ Important things to check about Owners Corporation: Is the Owners Corporation in debt? Does it have any financial liabilities? How much are you required to contribute to the Owners Corporation fee?
- ☐ Check the plan of subdivision with your conveyancer. Understand if there is more than one Owners Corporation. Checking the unit measurements and car space measurements to match with the plan of subdivision.
- ☐ Understand if there are any proposed maintenance or repair works scheduled for the apartments. Ask for the maintenance plan / record. Ask for any documents with guarantee and warranty on building work.
- ☐ Building and pest inspection is very useful if you decide to buy an apartment / unit. Professional building and pest inspectors can provide you a comprehensive report about any structural damage to the building as well as any hidden pest infestation information.
- ☐ It is necessary to engage your licensed Conveyancer (A4 Conveyancing Pty Ltd, Suite 3, 10 Watton St, Werribee, Vic.3030. Ph: (03) 9749 8515. Email: admin@a4conveyancing.com.au) to help understand all legal contracts and obligations. Perform this tasks way before you commit to buying the property.