

To: K & J Renwick

Attention: Kevin Renwick

Fax:

Pages:

Date: 11 August 2016

Email: [krenwick@propharma.co.nz](mailto:krenwick@propharma.co.nz)

Cc:

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**Re: Body Corporate 484421 - 40 Library Lane, Albany  
Pre-Contract Disclosure Statement - Unit 401 (stage 2)**

**Your Client:**

**Mr Kevin James Renwick & Miss Jessica Robyn Renwick**

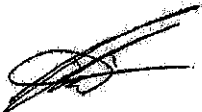
Dear Kevin Renwick

Please find attached the following, as requested:-

1. The Pre-Contract Disclosure Statement for the above property,
2. The most recently PROPOSED budget schedule

Should you require anything further, please do not hesitate to contact us.

Regards



Oliver Vitali  
**Centurion Management Services Ltd.**

# Pre-Contract Disclosure Statement

## Under Section 146, Unit Titles Act 2010

**Unit Plan:** DP 484421

**Body Corporate** 484421

**Unit Details:**

**Principal Unit (PU):** 401

**Together with**

**Accessory Units (AU): AU401A & AU401C**

### 1 Pre-contract Disclosure Statement

**This pre-contract disclosure statement is provided to prospective buyers of the property in accordance with Section 146 (1) of the Unit Titles Act 2010.**

### 2 General Information

*The following section contains a brief explanation of important matters relevant to the purchase of a unit in a unit title development. You should read and understand the information contained in this section and this statement before signing a contract to buy a unit in a unit title development.*

*Further information on buying, selling a unit and living in a unit title development can be obtained by:*

- reading the publication "A Quick Guide to Unit Title Developments", which is available on the Department of Building and Housing's website: [www.dbh.govt.nz/unit-titles](http://www.dbh.govt.nz/unit-titles)

- contacting the Department of Building and Housing contact centre can answer questions on unit titles: 0800 UNIT TITLES

*You are strongly advised to obtain independent legal advice regarding any questions or concerns you have about purchasing a unit or your prospective rights and obligations as a member of a body corporate.*

**Unit Title Property Ownership** - Unit titles are a common form of multi-unit property ownership. They allow owners to privately own an area of land or part of a building and share common property with other unit owners. Unit title developments may also be structured in varied ways including staged unit title developments and layered unit title developments.

This combination of individual and shared ownership of land and buildings, often in an intensive built environment, means owning a unit title involves a different set of rights and responsibilities than traditional house and land ownership.

Unit title developments have a body corporate management structure to ensure decisions affecting the development can be made jointly by the unit owners. The creation and management of unit title developments is governed by the Unit Titles Act 2010 and supporting regulations.

**Unit Plan** - Every unit title development has a unit plan, which shows the location of the principal units as well as any accessory units and common property in the development. The unit plan is the formal record of all of the boundaries of the units, and the common property. A copy of the unit plan can be ordered through the LINZ website.

**Ownership and Utility Interests** - Each unit is allocated an ownership interest and a utility interest and such interests are relevant to the determination of many of the unit owner's rights and responsibilities under the Unit Titles Act 2010.

Ownership interest is a number that reflects the relative value of each unit to the other units in the development, and is used to determine a range of matters including the unit owners' beneficial share in the common property, and share in the underlying land if the unit plan is cancelled.

By default, the utility interest of a unit is the same as the ownership interest (unless it is otherwise specified on the deposit of the unit plan or subsequently changed), and is used to calculate how much each owner contributes to the operational costs of the body corporate.

**Body Corporate Operational Rules** - The body corporate for a unit title development can make its own operational rules on the use of the development, and governance of the body corporate. These operational rules are subject to the provisions of the Unit Titles Act 2010 and regulations made under that Act.

All unit owners, occupiers, tenants and the body corporate must follow the body corporate operational rules that apply to their unit title development.

Transitional provisions for unit title developments created before the Unit Titles Act 2010 came into effect on 20 June 2011 apply to the body corporate rules in place at that time.

**Pre-settlement Disclosure Statement** - Before settlement of the sale of a unit, the seller must provide a pre-settlement disclosure statement to the purchaser, which includes information on:

- the unit number and body corporate number
- the amount of the contribution levied by the body corporate for that unit
- the period covered by the contribution
- how the levy is to be paid
- the date on or before which the levy must be paid
- whether any amount of the levy is currently unpaid and, if so, how much
- whether legal proceedings have commenced in respect of any unpaid levy
- whether any metered charges (eg, for water) are unpaid and, if so, how much
- whether any costs relating to repairs to building elements or infrastructure contained in the unit are unpaid and, if so, how much
- the rate of interest accruing on any unpaid amounts
- whether there are any legal proceedings pending against the body corporate
- whether there have been any changes to the body corporate rules.

There are legal consequences on the seller for failing to provide the pre-settlement disclosure in the timeframes required by the Unit Titles Act 2010 including delay of settlement and cancellation of the contract.

**Additional Disclosure Statement** - The buyer of a unit can request an additional disclosure statement at any time before whichever of these dates occurs first:

- the close of the fifth working day after they enter into the sale and purchase agreement
- the close of the tenth working day before settlement of the unit.

The seller has five working days to provide the additional disclosure statement.

The additional disclosure statement contains more information about the unit title development and the operation of the body corporate. It must include:

- contact details of the body corporate and committee (if there is one)
- the balance of every fund or bank account held by the body corporate at the date of the last financial statement
- amounts due to be paid by the body corporate
- details of regular expenses that are incurred once a year
- amounts owed to the body corporate
- details of every current insurance policy held by the body corporate
- details of every current contract entered into by the body corporate
- information about any lease of the underlying land (if the development is leasehold)
- the text of motions voted on at the last general meeting, and whether those motions were passed
- any changes to the default body corporate operational rules
- a summary of the long-term maintenance plan.

The seller may require the buyer to meet the reasonable cost of providing the additional disclosure statement. An estimate of that cost is set out in paragraph 9 below.

There are legal consequences on the seller for failing to provide the additional disclosure in the timeframes required by the Unit Titles Act 2010 including delay of settlement and cancellation of the contract.

**Computer Register** - Previously known as a Certificate of Title, for a unit title development this document records the ownership of a unit, contains a legal description of the unit boundaries and records any legal interest which is registered against the title to the unit (for example a mortgage or easement). A copy of the computer register for a unit should come with:

- the unit plan attached. Unit title plans were discussed earlier in this section.
- a supplementary record sheet attached. A supplementary record sheet records the ownership of the common property, any legal interests registered against the common property or base land, and other information such as the address for service of the body corporate and the body corporate operational rules.

The common property in a unit title development does not have a computer register.

**Land Information Memorandum** - A Land Information Memorandum (LIM) is a report which provides information held by the local council about a particular property. You must order and pay for a LIM from the applicable local council. Delivery times vary between councils. The information contained in a LIM will vary between councils, but is likely to include details on:

- rates information
- information on private and public stormwater and sewerage drains
- any consents, notices, orders or requisitions affecting the land or buildings
- District Plan classifications that relate to the land or buildings
- any special feature of the land the local council knows about including the downhill movement, gradual sinking or wearing away of any land, the falling of rock or earth, flooding of any type and possible contamination or hazardous substances
- any other information the local council deems relevant

Full details of what a local council is obliged to provide in a LIM is contained in section 44A of the Local Government Official Information and Meetings Act 1987.

**Easements and Covenants** - An easement is a right given to a landowner over another person's property (for example, a right of way, or right to drain water). A land covenant is an obligation contained in a deed between two parties, usually relating to the use of one or both properties (for example a covenant to restrict one party using their property in a certain way).

Easements or covenants may apply to:

- a unit and are usually recorded on the computer register for that unit.
- common property and will be recorded on the supplementary record sheet for the unit title development.

**3 Further Information about the matters set out above can be obtained from:-**

Unit title property ownership	Department of Building and Housing <a href="http://www.dbh.govt.nz/unit-titles">www.dbh.govt.nz/unit-titles</a> 0800 UNIT TITLES (0800 864 884)
Unit plan	Land Information New Zealand <a href="http://www.linz.govt.nz">www.linz.govt.nz</a>
Ownership and utility interests	0800 ONLINE (0800 665 463)
Computer register	
Easements and covenants	
Body corporate operational rules	The body corporate of the unit title development
Pre-settlement disclosure statement	
Additional disclosure statement	
Land Information Memorandum	Your local council

For detailed information on any of the above matters relating to your specific circumstances, the Department of Building and Housing recommends you obtain independent legal advice from your lawyer.

**4 Information about the unit**

The amount of the contribution PROPOSED to be levied by the body corporate under Section 121 of the Act is **\$2,203.23**

*Please note: There are sections of the Act other than Section 121 under which levies and charges may be raised. We recommend you check the attached budgets and levies schedules carefully.*

5 The period covered by the contribution above is: **11 Aug 2016 to 31 Jul 17**

6 The body corporate proposes to levy **\$2,203.23** , under Section 121 of the Act in the next 12 months.

7 The body corporate proposes to carry out the following maintenance on the unit title development in the next 12 months:

7a Repairs and maintenance in accordance with the attached PROPOSED budget with costs being met by the levy referred to in paragraph 4 above.

7b There is no other proposed maintenance at this time.

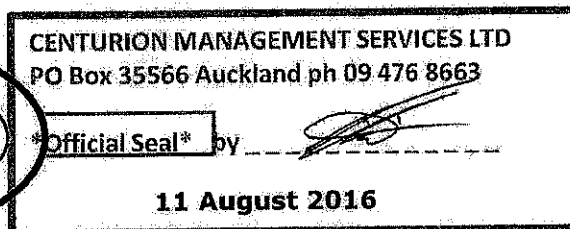
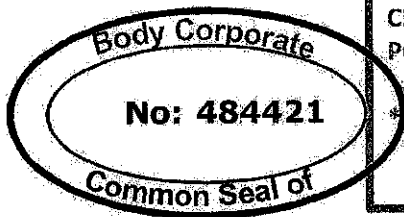
8 The body corporate has the following accounts:

Date	Account No.	Balance
11-Aug-2016	12-3209-0538200-37	\$3,519.92
11-Aug-2016	12-3209-0542453-37	\$40,693.28

9 Under Section 148 of the Unit Titles Act 2010, a buyer may request an additional disclosure statement before the settlement of an agreement for sale and purchase of a unit. The buyer must pay to the seller all reasonable costs incurred by the seller in providing the additional disclosure statement. The estimated cost of providing an additional disclosure statement is \$600 - \$900 + GST.

10 The unit or the common property is not currently, and has never been, the subject of a claim under the Weathertight Homes Resolution Services Act 2006 or any other civil proceedings relating to water penetration of the buildings in the unit title development.

Seal of Body Corporate



For and on behalf of the seller:  
Date of this Disclosure Statement:

**Mr Kevin James Renwick & Miss Jessica Robyn Renwick**

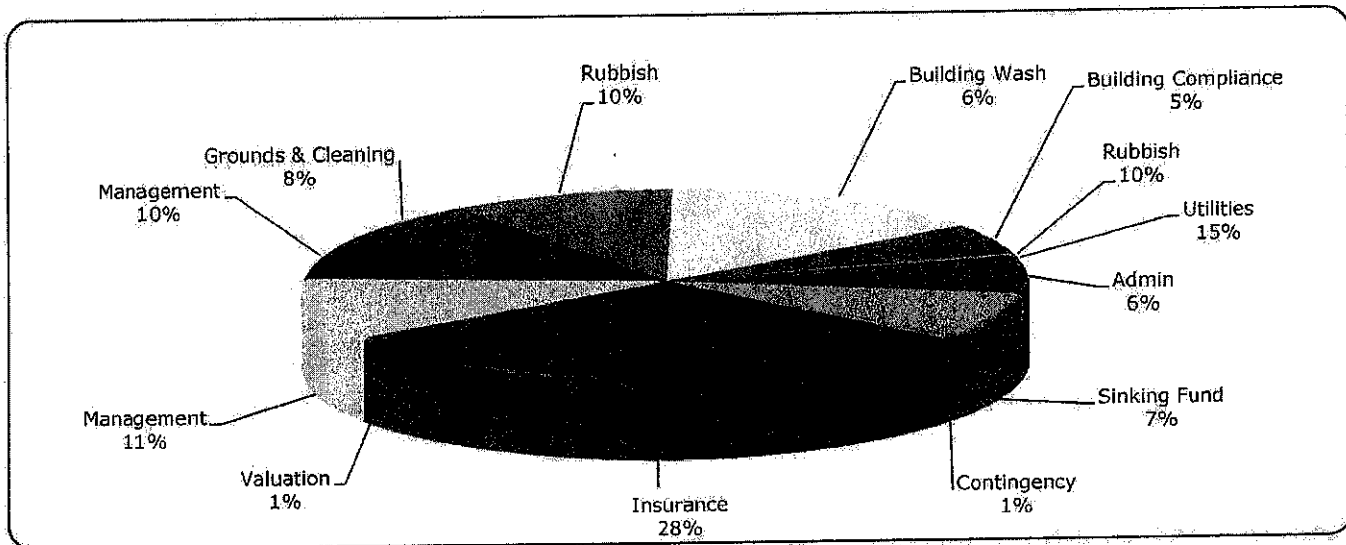
**Body Corporate Manager's Details:**

Centurion Management Services Ltd.  
PO Box 35566, Auckland 0753  
Ph: (09) 476 8663, Fax: (09) 476 8664

**Body Corporate 484421**  
**Tenor Apartments - 40 Library Lane, Albany**  
**11 August 2016 - 31 July 2017**

**Status: PROPOSED Budget at the 2016 AGM**

Below is the annual budget for the body corporate. Each unit pays a share of the budget (Levies) based on their Utility Interest.



Item	Amount	Category	Explanation
<b><u>Operating Funds</u></b>			
01	\$ 34,750	Insurance	The insurance covers the physical buildings of the development, Statutory & Public Liability and Loss of Rents/Alternative accomodation.
02	\$ 980	Insurance Valuation	The insurance Valuation is undertaken once yearly
03	\$ 12,723	Management/Admin	Includes both the Management fee and administrative costs.
04	\$ 9,653	Grounds & Cleaning	Grounds and cleaning covers the cleaning and upkeep of the common areas, including hallways, carpark, gardens, etc
05	\$ 7,500	Building Wash	Annual Building Wash for building exterior including exterior inaccessible window cleaning as required.
06	\$ 12,285	Rubbish Collection	Allowance for the emptying of communal waste bins within the property
07	\$ 18,500	Common Utilities	Covers the cost of common power (e.g. lift, lighting and ventilation) and water
08	\$ 6,500	Building Compliance	Testing of fire safety features and the issue of an annual WOF as required by the Building Act. Includes allowance for evacuation scheme in first year
09	\$ 500	Security	An allowance for maintenance and upkeep of the common security system
010	\$ 1,000	Lift Servicing	Allowance for lift servicing contract (1st year complementary)
	<u>\$ 104,390</u>		
<b><u>Contingency Funds</u></b>			
c1	\$ 7,000	R & M Fund	A fund for the ongoing unbudgeted maintenance costs of the common areas
c2	\$ 9,000	Sinking Fund	A Fund to pay for Long-Term building maintenance such as Painting
c3	\$ 1,000	Contingency Fund	A fund to pay unexpected costs such as insurance excesses
	<u>\$ 17,000</u>		
	<u><b>\$ 121,390</b></u>	<b>TOTAL (GST Incl)</b>	

1. The due date is 30 days from invoice
2. Apartment/commercial water, utilities and rates will be charged directly to units

**Body Corporate 484421**  
**Unit Interest and Body Corporate Levies**  
**Tenor Apartments - 40 Library Lane, Albany**

**Status: PROPOSED Budget at the 2016 AGM**

**Summary of Funds:**

Operating	\$104,390
Contingency	\$17,000
<b>Current Budget</b>	<b>\$121,390</b>

**Note:** The Body Corporate has chosen to provide for future repairs and maintenance through contingency funds rather than "Long Term Maintenance" funds.

Unit	Utility Interest (%)	Share of Levies (S.121, UTA 2010)		Total Levies (GST Incl)
		Operating	Contingency	
101	1.99%	\$2,077.36	\$338.30	\$2,415.66
102	1.97%	\$2,056.49	\$334.90	\$2,391.39
103	2.62%	\$2,731.89	\$444.89	\$3,176.78
104	2.62%	\$2,731.89	\$444.89	\$3,176.78
105	2.64%	\$2,751.72	\$448.12	\$3,199.84
201	1.78%	\$1,852.92	\$301.75	\$2,154.67
202	1.76%	\$1,832.05	\$298.35	\$2,130.40
203	1.75%	\$1,827.87	\$297.67	\$2,125.54
204	1.76%	\$1,832.05	\$298.35	\$2,130.40
205	1.78%	\$1,852.92	\$301.75	\$2,154.67
206	2.17%	\$2,261.09	\$368.22	\$2,629.31
207	2.32%	\$2,420.81	\$394.23	\$2,815.04
208	2.08%	\$2,175.49	\$354.28	\$2,529.77
209	2.08%	\$2,172.36	\$353.77	\$2,526.13
210	2.67%	\$2,782.00	\$453.05	\$3,235.05
211	2.67%	\$2,782.00	\$453.05	\$3,235.05
212	2.67%	\$2,789.30	\$454.24	\$3,243.54
301	1.80%	\$1,873.80	\$305.15	\$2,178.95
302	1.78%	\$1,852.92	\$301.75	\$2,154.67
303	1.78%	\$1,852.92	\$301.75	\$2,154.67
304	1.78%	\$1,852.92	\$301.75	\$2,154.67
305	1.80%	\$1,873.80	\$305.15	\$2,178.95
306	2.18%	\$2,279.88	\$371.28	\$2,651.16
307	2.34%	\$2,441.69	\$397.63	\$2,839.32
308	2.10%	\$2,196.37	\$357.68	\$2,554.05
309	2.10%	\$2,193.24	\$357.17	\$2,550.41
55%		\$57,348	\$9,339	\$66,687

**Body Corporate 484421**  
**Unit Interest and Body Corporate Levies**  
**Tenor Apartments - 40 Library Lane, Albany**

**Status: PROPOSED Budget at the 2016 AGM**

Unit	Utility Interest (%)	Share of Levies (S.121, UTA 2010)		Total Levies (GST incl)
		Operating	Contingency	
310	2.67%	\$2,789.30	\$454.24	\$3,243.54
311	2.68%	\$2,793.48	\$454.92	\$3,248.40
312	2.70%	\$2,814.36	\$458.32	\$3,272.68
401	1.82%	\$1,894.68	\$308.55	\$2,203.23
402	1.80%	\$1,873.80	\$305.15	\$2,178.95
403	1.79%	\$1,869.63	\$304.47	\$2,174.10
404	1.80%	\$1,873.80	\$305.15	\$2,178.95
405	1.82%	\$1,894.68	\$308.55	\$2,203.23
406	2.22%	\$2,321.64	\$378.08	\$2,699.72
407	2.38%	\$2,483.44	\$404.43	\$2,887.87
408	2.15%	\$2,239.17	\$364.65	\$2,603.82
409	2.15%	\$2,239.17	\$364.65	\$2,603.82
410	2.72%	\$2,838.37	\$462.23	\$3,300.60
411	2.72%	\$2,838.37	\$462.23	\$3,300.60
412	2.74%	\$2,859.25	\$465.63	\$3,324.88
A	3.53%	\$3,687.06	\$600.44	\$4,287.50
B	3.49%	\$3,641.13	\$592.96	\$4,234.09
C	3.92%	\$4,091.05	\$666.23	\$4,757.28
<hr/>				
45%		\$47,042	\$7,661	\$54,703
<hr/>				
100%		\$104,390	\$17,000	\$121,390



# Centurion

MANAGEMENT SERVICES LTD.

PO Box 35566, North Shore City 0753. Ph (09) 476 8663 Fx (09) 476 8664

## BODY CORPORATE INVOICE

Body Corporate 484421

Email Queries to:  
dorothy@centurion.co.nz

**TO:**  
Mr Kevin James Renwick & Miss Jessica Robyn Renwick  
33 Tilden Avenue  
Hillcrest  
Auckland 0627  
Reference Number: L: LBR040401

Unit 401  
Location 40 Library Lane, Albany  
Date 11-Aug-16  
GST # 118-954-688

### Tax Invoice / Statement

#### Account Activity

	GST	Amount	Balance
5-Aug-15 Opening Balance		\$0.00	\$0.00
5-Aug-15 Annual Levy (11-Aug-15 to 10-Aug-16) due by 11 Sep 15	284.55	\$2,181.54	\$2,181.54
5-Aug-15 Discounted Pre-Settlement Disclosure Statements CM31897	15.00	\$115.00	\$2,296.54
11-Aug-15 Payment received	284.55	-\$2,181.54	\$115.00
7-Sep-15 Reversal of Discounted Pre-Settlement Disclosure Statements CM31897	15.00	-\$115.00	\$0.00
11-Aug-16 Pre Contract Disclosure CM32376	14.25	\$109.25	\$109.25

**Warning:** Levies are a charge under the Unit Titles Act and payments must be made by the due dates. Failure to make payment is a breach of the Act and will result in additional charges. For further information see the reverse side of this account.

Current	\$109.25
Overdue	\$0.00
<b>Total Currently Due</b>	<b>\$109.25</b>
<b>Total Charges on Account</b>	<b>\$109.25</b>

#### Levies to be paid by Tenant

Owners may have an agreement with tenants to pay this levy and you can arrange a copy of this invoice to be sent to a tenant by advising us in writing.

----- Cut Here -----

<b>Remittance Advice - please include with your payment</b>		Invoice Date	11-Aug-16
<b>Payments are applied to the oldest outstanding levies and charges first</b>			
LBR040401	Levies	Mr Kevin James Renwick & Miss Jessica Robyn Renwick	\$109.25
CHEQUE PAYMENT: Please make cheques payable to Body Corporate 484421 and post to Centurion Management Services, PO Box 35566, North Shore City 0753, NZ, FREEPOST 97486.		Amount Paid	Overdue \$0.00
DIRECT CREDIT PAYMENTS: Pay into: Centurion Management Services Ltd Trust Account. ASB Bank [ 123209-0349303-00 ]. You need to quote the following reference: LBR040401 - L.		\$	Current \$109.25
		<b>Total</b>	<b>\$109.25</b>