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 agreement and your most recently approved budget

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, if the building needs one
- [ ] First quarterly report received and read by the whole committee

Notice periods and the way an agreement can be ended differ from one agreement to the next. Check yours before giving notice, and ask us if it isn't clear.