



APPLICATION FOR PAYMENT PLAN

Payment Plan Application

The Committee of your Body Corporate is able to approve a Levy Payment Plan for Owners facing personal or financial stress.

Request for a Payment Plan must be made to the Committee in writing.

Please complete the below to advise the instalment schedule and final date of payment of your outstanding levy contributions.

Should you wish to dispute any arrears fees, or apply to reinstate discount or interest fees removed, please request and complete a separate arrears dispute form provide all supporting documentation which will be submitted to the Committee for consideration.

Building Name		
Owner Name:		Lot No:
Phone Number:		
Email Address:		
Total contributions Outstanding	\$	
The outstanding contributions are to be paid as per the proposed instalments below;		
Instalment Amount	Instalment payment completion by	
\$	Date:	
\$	Date:	
\$	Date:	
\$	Date:	

I, owner of the above listed lot, acknowledge that should the proposed payment plan be approved by the body corporate committee, the contributions owing will be paid as outlined in the instalments proposed above and that further any remaining contributions still owing following the last listed date will incur the reminder fees as per the automatic monthly arrears procedures and/or will require a new payment plan request to be submitted for review and approval.

Signature: _____

Date: _____



LEVY COLLECTION - PROCESS

Paying your Levies and Arrears

StrataLiving provides financial, secretarial and administrative services to your Body Corporate.

One of our services is the preparation and issuance of Levy Notices and the collection of Levy Payments. Collection and receipt of levies and the penalties for late payment are regulated by the BCCM Act 1997 and Regulations.

The BCCM Act requires all Owners to pay their levies by the Due Date. Penalty interest and late payment fees are regulated under the Act and defined in the Administration Agreement between the Body Corporate and our Office.

<https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/finance-insurance/fees/owners>

You will receive the following reminders and notices of levies payable.

- 6 weeks before Due Date :	Levy Notice is issued
- 2 weeks from Due Date:	You will receive a reminder message
- 7 days from Due Date:	You will receive a second reminder
Due Date	
+ 7 days after Due Date:	Levies unpaid at the Due Date will incur penalty interest in accordance with the BCCM Act Section 229A.
+ 30 Days after Due Date:	A letter of demand for your levies plus costs of \$44.00
+ 60 Days after Due Date	2nd letter of demand for payment of levies plus costs of \$66.00
+ 90 Days after Due Date	3rd letter of demand for payment of levies plus costs of \$99.00
+ 120 days after Due Date: Legal Action. Levies remaining unpaid 30 days after the final letter of demand may result in legal procedures instigated by the Committee. All costs of debt recovery and legal action will be paid by the Lot Owner.	