

**Port Stephens Strata Management Services  
Owners Corporation Quotation**

In order to provide a quotation for your Owners Corporation, please complete the following questionnaire. A representative of Port Stephens Strata Services may contact you to obtain further details in order that we can tailor our quotation to best suite you requirements. Please be assured that your details will be kept confidential and not retained by our company for any other purpose that to provide you with a quotation.

Should you wish to contact a representative of Port Stephens Strata Management please call Ian Cook on (02) 4981 3788.

**Your information**

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

Position held: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Address to send proposal: \_\_\_\_\_

**Owners Corporation Information**

Strata Plan, Association or  
Neighborhood Number: \_\_\_\_\_

Building name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Number of lots: \_\_\_\_\_

Number of executive  
committee: \_\_\_\_\_

Number of meetings: Monthly / Bi-Monthly / As Required

Type of strata: Highrise, Lowrise, Town House, Mixed Use

Property use: Residential, Commercial, Mixed

## Property Information

Age of building: \_\_\_\_\_ Years

If under 6 years old  
the name of developer: \_\_\_\_\_

Construction: Brick, Concrete, timber

Is the building subject to a  
Home Owners Warranty  
Insurance claim: Yes / No

Are there any major problems  
With the building: Yes / No

If yes please describe: \_\_\_\_\_

Do you have a caretaker: Yes / No

Do you require a quotation: Yes / No

Are there additional facilities:

Swimming Pool / Spa Yes / No

Lift Yes / No

Marina Yes / No

Gymnasium Yes / No

Tennis Court(s) Yes / No

Laundry Yes / No

Other Yes / No

Current Strata Management Company

If you currently have a strata Management company, please answer the following questions.

Why are you leaving your current management company:

\_\_\_\_\_

How long have you been with them: \_\_\_ Years

Do you wish us to contact current strata manager and confirm that a quote has  
been issue by this firm:

Yes / No

How did you hear about Port Stephens Strata Management Services:

\_\_\_\_\_