

## Management comparison chart



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<b>Fixed Fees:</b>	Company A	Company B
Management Service Fee		
Disbursements (for most companies, these are now an all in one fee, but some still charge per item).		
Insurance commission/costs		
Tax Filing Fee		
BAS filing fee (for GST registered buildings)		
Software fee		
Any other fixed services, e.g. compliance fees, communication fees, WHS fees		
<b>Total Cost of Fixed Fees</b>		

<b>Additional Professional Services:</b>	Company A	Company B
Hourly fee for strata manager		
Hourly fees for other strata staff		
Fees for audit preparation		
Fees for oncharging additional notices – special levy notices, utility notices etc.		
Fees for additional meetings		
Banking fees/term deposit fees		
Work order fees		
Quote fees		
Costs for issuing a VOC		
Levy recovery fees (note these should be charged to the lot owner so cost is neutral to the body corporate)		
Fees for additional postage/communication (if you have fixed disbursements, when are these applied)		
Archive fees (Note that if you have these, you are probably just paying for storing old material that is no longer relevant).		
Other relevant fees such as welcome packs, communication fees, and maintenance management.		