

THE STRATA REPORT CHECKLIST

7 practical checks before buying a NSW apartment, townhouse or villa. Use alongside a professional strata search, building inspection and conveyancing advice.

[] **1. Fund balances**

Compare the administrative fund and capital works fund with upcoming spending.

[] **2. Levies and arrears**

Confirm the levy for your lot, recent increases, unpaid contributions and special levies.

[] **3. Capital works plan**

Read the 10 year plan and ask how major repairs will be funded.

[] **4. Defects and insurance**

Check recurring repairs, waterproofing, fire safety, insurance excesses and exclusions.

[] **5. Meeting minutes**

Look for unresolved disputes, litigation, proposed works and deferred decisions.

[] **6. Section 184 certificate**

Confirm levies, relevant compliance action, meetings and embedded networks.

[] **7. Bylaws and title**

Check unit entitlement, parking, storage, exclusive use and restrictions.

Investor reminder: The lowest levy is not always the lowest cost. Check whether future repairs are funded, then record realistic ownership expenses in your property budget.

Property Dollar helps organise property documents and track expenses. It does not certify strata records or provide legal advice.
Source: NSW Fair Trading, October 2026.