# Template for long-term maintenance plan for body corporate Small unit title developments (less than 10 units)

## About this template

This template has been created by the Ministry of Business, Innovation and Employment as an example of how to provide the information required for a long-term maintenance plan.

* The requirements are detailed in regulation 30 of the Unit Titles Regulations 2011.
* This template provides some recommended additional information (beyond the requirements of regulation 30).
* The specific wording and layout used in this template are not requirements of the Unit Titles Regulations 2011.

To use this template, download it to your computer and customise it, keeping only the points that apply to your situation.

**Disclaimer**

This document is a guide only. It should not be used as a substitute for legislation or legal advice.

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# Long-term maintenance plan for body corporate

Section 116 of the Unit Titles Act 2010 and regulation 30 of the Unit Titles Regulations 2011.

Prepared by:

Prepared on (date):

|  |  |
| --- | --- |
| Building name |  |
| Building address |  |
| Unit title plan number |  |
| Date accepted by resolution of the body corporate |  |

1. This plan is for the period starting [insert date] and is to run for [number not less than 10] years.
2. This plan covers the common property, building elements and infrastructure of the unit title development. It also covers the following additional items the body corporate has, by ordinary resolution, resolved to include in the plan [if any]:
3. The body corporate has decided by ordinary resolution not to maintain the following items during the lifetime of this plan:
4. The estimated age and life expectancy of each item and the cost of maintenance and replacement for each item are shown in the table below.
5. The body corporate [has/does not have] a long-term maintenance fund. The body corporate plans to establish a long-term maintenance fund as follows:
6. The body corporate at the following meeting[s] resolved to maintain the long-term maintenance fund each year for the amount[s] stated:
7. The body corporate acknowledges this plan can be reviewed as frequently as it considers necessary. The body corporate must carry out a review at least once every 3 years. The plan must cover a period of at least 10 years from the date of this plan or its last review.
8. The next review of this plan is [insert date], being no more than 3 years from the last review.
9. For all unit title developments, (including large unit title developments) the new requirements for the LTM plan are:

* A summary of the current state of the common property
* A statement of the sources of funding for the LTM plan.

## Table: Projections for maintenance

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Totals** |
| **Item** | **Year** | **Total**  **area**  **(m2)** | **20…**  **($/m2)** | **Total**  **($)** | **Age as**  **at 20…** | **Life span from 20… (years)** | 20… | 20… | 20… | 20… | 20… | 20… | 20… | 20… | 20… | 20… |  |
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|  |  |  |  |  |  |  | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |

Notes for figures in table above (amend or delete as required):

* All figures and times for repairs are estimates only.
* The dollar values for each year reflect the estimated cost of maintenance and replacement of the item for that year.
* The age and lifespan details can be stated as at the date of the plan and need not be projected in each year.
* Inflation projection is [insert text] % p.a
* Interest rate projection is [insert text]% p.a
* Levy per utility interest at plan commencement:
* Number of units: