

Form A

Pro-forma letter of enquiry

[Date]

[Addressee]

Dear [Salutation],

Request for top-up of management rights

We refer to your request for general meeting approval to the topping-up of the term of your management rights by 5 years.

The committee is in the process of compiling all relevant information with the intention of providing it to unit owners to assist them in making their decision on the proposed top-up. The committee would like to include with that information your answers to the following questions:

1. Do you intend to, or is it likely that you will, sell the management rights anytime within the next 2 years?
2. Do you intend to offer any incentive to unit owners to encourage them to vote in favour of the top-up motion? If so –
 - (a) will you make that offer to all owners or just to a portion of the owners (such as the owners who are in the letting pool); and
 - (b) what are the proposed terms of that offer?
3. What is your main reason for wanting the top-up?
4. If your main reason is financially related are you prepared to make relevant figures available to the committee or its consultant to assess the merits of that main reason?
5. Are you prepared to commit to pay the body corporate's legal, administrative and general meeting costs associated with its consideration of the top-up motion irrespective of the outcome?

Your early response to those questions would be appreciated.

Yours faithfully,

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[Name]

Secretary
Body corporate for [Name] CTS [Number]