



Capability statement
For levy recovery work on behalf of Queensland
bodies corporate

Introduction

It is with pleasure we submit this Capability Statement as a potential provider of levy recovery and legal services to your Bodies Corporate. We appreciate the opportunity to introduce our firm, key people and some of our proprietary technology.

Confidential information

We ask that the contents of this document including our fees is kept confidential. It has been provided to enable you on a confidential basis to consider retaining our firm for legal advice.

About us

Bugden Allen is a boutique law firm that specialises in property development law and structured titles such as strata and community title, leasehold and stratum. Our team is driven by our mission to help strata managers, owners corporations and developers create truly *great* communities.

With over 50 staff including 8 partners, we service clients across Australia from our offices in Sydney, Brisbane, Melbourne, the Sunshine Coast and Perth. Our team of experts in property development and strata law, is led by some of the country's leading property lawyers which includes our Queensland partners Michael Kleinschmidt, Kevin Pai and Stella Lee and our senior consultant Gary Bugden OAM.

Our services

Our team of specialist strata lawyers and support staff give us the depth needed to economically undertake the full range of strata and community titles work including:

- Levy recovery
- By-law drafting and reviews
- By-law registrations
- Strata and community titles advisory work
- Management rights
- Scheme Restructuring
- Redevelopment or termination of strata schemes
- Commercial property
- Property Law reform
- Sustainability initiatives in property
- Property technology
- Commercial and property litigation

Our Queensland LevyCollect Work

Our LevyCollect team, which is part of Bugden Allen, take all steps necessary to facilitate the recovery of unpaid levies, interest and charges, which may include:

- Letter of Demand
- Setting up and monitoring payment arrangements
- Commencing recovery proceedings via the Magistrates' Court of Victoria;
- Obtaining judgment;
- Enforcing judgments;
- Implementing Insolvency proceedings where instructed (bankruptcy or winding-up)

Our fees

Every matter is different, and our fees will vary for each Body Corporate. Most of our fees are fixed, so you know with certainty what the likely debt collection costs will be. Some indicative examples of our fees are outlined in our price list which accompanies this capability statement.

Initially, our cost of issuing a letter of demand is \$150.00 (+ GST). Thereafter, if the arrears remain unpaid and further action is required, an accurate fee estimate will be provided for each matter.

Our technology

One of our company's core values is *"With Innovation, we grow"*.

To support this, we have developed a proprietary platform called "LevyCollect" that helps our team be more efficient and provide our clients with online access to some of our legal services.

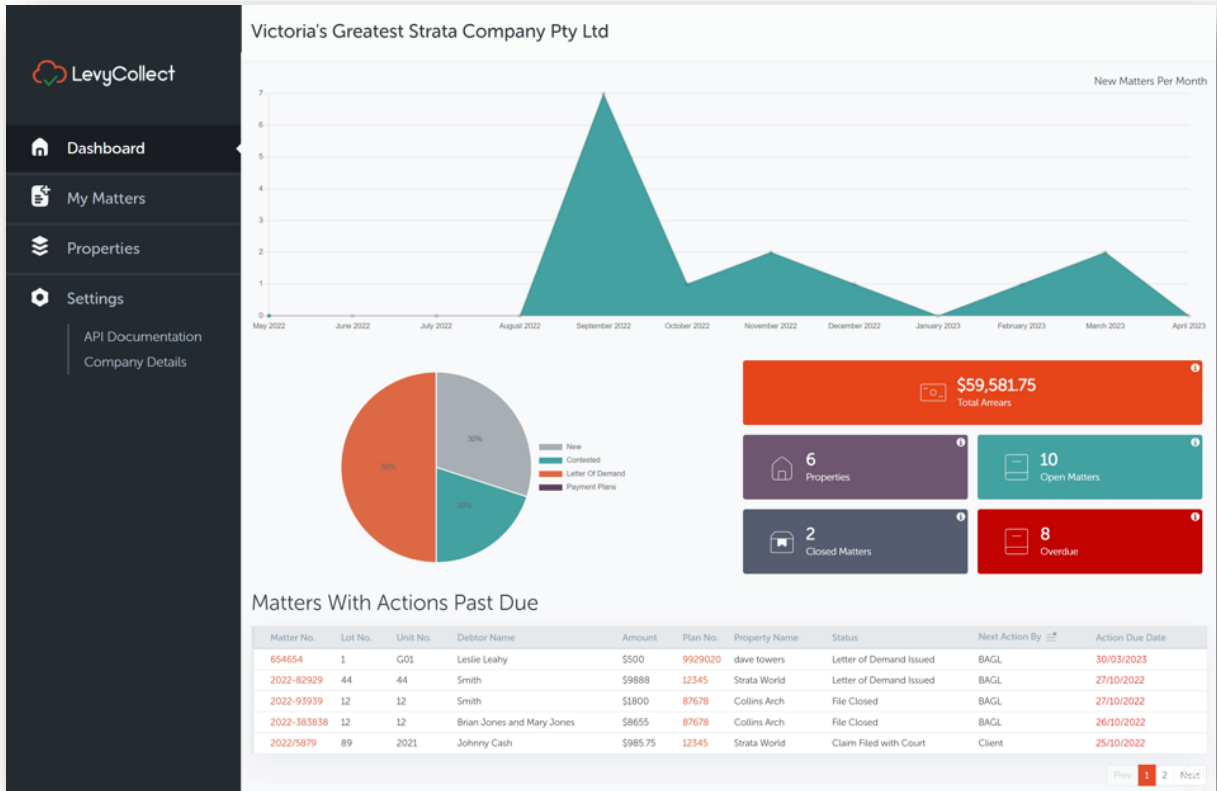


LevyCollect is the name of our levy recovery service and our software platform, headed up by a national team that has over 35-years experience in this area.

The *LevyCollect* portal gives our clients real-time visibility over their levy recovery matters. Strata managers can even create a new matter and upload all the documents we need to start levy recovery action. We are also working with some of the leading strata management systems in the industry to integrate LevyCollect via an API. Our first integration with Urbanise Strata is now complete – if you are an Urbanise client, you can simply turn on the integration from within the system once you are a LevyCollect client. Please contact us for more details.

We are in active discussions with other software vendors including PiQ, MRI, Stratafy, Stratasphere and StrataMax.

A screenshot of the LevyCollect system is shown below:



There is no cost for LevyCollect for our clients. We will set you up in the platform as soon as you engage us for your first levy recovery matter.

Our team

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More information

If you require any further information about Bugden Allen, our team, experience and technology, please visit our web site or contact the writer on the details below.

Yours faithfully,
Bugden Allen Group Legal Pty Ltd



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Costs & Disbursements Price List

Description	Amount (excl. GST) A minimum of:
Letter of Demand/Notice of Action	\$ 150.00
<u>Magistrates Court of QLD</u>	
Claim and Statement of Claim	At cost
Default Judgment for Liquidated Claim	\$370.00
Default Judgment for Unliquidated Damages	Cost per unit
Warrant to Seize Property	\$400.00
Examination Notice	\$220.00
Examination Order (on issue)	\$450.00
Examination Order (attending hearing)	Cost per unit
Garnishee Order	\$300.00
Certified copy of judgment or order (Certificate of Judgment)	\$150.00
Online document lodgment	\$ 70.00
Affidavits	Cost per unit
Notice of Motion and affidavit seeking orders for Substituted Service	\$ 450.00
Consent Orders seeking the setting aside default judgment on the basis of full payment; including correspondence with other side; attendances on managing agent and communications with credit reference agencies	\$ 850.00
Notice of Discontinuance	\$300.00
Terms of Settlement	\$650.00
<u>District Court of QLD</u>	
District Court Statement of Claim	Cost per unit
<u>Other</u>	
Payment Plan set-up	\$260.00
Payment Plan monitoring – No Default	\$100.00
Payment Plan monitoring – With Default	\$180.00
Obtaining and reviewing ledger for payments	\$70.00
Obtaining and reviewing ledger for payments; seeking instructions	\$100.00
Field-call instructions	\$220.00
Skip-Trace instructions	\$160.00
Emails	\$80.00
Letters	\$90.00
Telephone attendances	\$70.00
Conducting online searches	Cost per unit
All other professional fees	Cost per unit
Admin Fee on matter creation	\$25.00
Monthly admin fee	\$10.00

Description	Amount (excl. GST) A minimum of:
<u>Disbursements</u>	
Which may include: search fees, process servers fees, court fees; express and/or registered post and the like	At cost

Please note: “*Cost per unit*” means the hourly rate of the staff member conducting the work, divided into 10 units of 6 minutes each:

Role	Hourly Charge Out Rate Range
Partner	\$650.00 - \$850.00
Special Counsel	\$550.00 - \$650.00
Consultant	\$500.00 - \$550.00
Senior Associate	\$450.00 - \$500.00
Associate	\$400.00 - \$450.00
Solicitor/Licensed Conveyancer	\$300.00 - \$400.00
LevyCollect	\$350.00 - \$400.00
Paralegal	\$200.00 - \$350.00