

[Date]

[Proprietor's Name]
[Property Address line 1]
[Property Address line 2]
[Property Address line 3]

Dear [Proprietor's Last Name]

Re: Recovery of Arrears of Contribution for Strata Lot # [Number], [Volume and Folio]

You are advised that maintenance contribution in the sum of (the outstanding amount) is outstanding for the period [start date - end date] as per the attached statement of account.

You are further advised that interest on the outstanding contribution at the rate of [interest rate] totalling [interest amount] is owing for the period [start date - end date], as per the attached statement of account.

You are required, within thirty days from the date of service of this Notice, to pay the outstanding contribution of [outstanding contribution] and the amount of interest accruing thereon [interest amount].

If the outstanding contribution and interest are not paid within thirty days or suitable arrangements made to pay these sums, the strata corporation will apply to the Commission of Strata Corporations for a Certificate of Power of Sale to sell strata lot (Number) by public auction or by private treaty in accordance with Section 5C (4) of the Registration (Strata Titles) Act.

If you are aggrieved by the amount of contribution stated in this Notice, you may lodge an appeal to the Strata Appeals Tribunal once you have paid at least 50% of the contribution owing as shown on the statement of account provided by the corporation for the strata lot.

Yours sincerely
Proprietors Strata Plan No.

[Name of Chair]
Executive Chair