

Fact sheet

Strata annual reporting FAQs (Frequently Asked Questions)

All strata schemes in NSW need to report information each year about their scheme to NSW Government.

Why is reporting needed?

More people are buying into and living in strata schemes every year.

Reporting creates a source of up-to-date information about all strata schemes in NSW. This helps the NSW Government to plan and deliver better services to strata communities.

What are the benefits of reporting?

The benefits of completing your strata scheme reporting means you can:

- keep your strata schemes information updated in the one place
- stay up to date with your rights and obligations as a strata owner
- help emergency services by having a dedicated strata contact.

Who does the reporting?

The secretary or chairperson of your strata committee is responsible for completing the report for your strata scheme.

If your strata scheme employs a strata manager, they can report on your behalf.

Do duplexes need to report?

Houses that are divided into two lots are commonly known as duplexes or semi-detached.

All two-lot strata schemes need to complete strata reporting.

To check if your property is part of a strata scheme visit nsw.gov.au and search 'strata search' (strata search).

How do you complete the reporting?

Visit nsw.gov.au/strata to find out:

- important dates and deadlines to report
- what information you need to report
- how you can report using the Strata Hub
- how to pay the \$3 per lot fee.

What if I need help?

- For more information visit nsw.gov.au/strata or call **13 32 20**.
- You can visit your nearest Service NSW Centre or Mobile Service NSW Centre for help to report online or with a manual form.
- For language assistance call **13 14 50** and ask the interpreter to phone **13 32 20**.
- For hearing or speech impairment support, you can contact us through the National Relay Service (National Relay Service) on **1300 555 727**.

What happens if my strata scheme doesn't report?

All strata schemes in NSW must complete annual strata reporting.

Penalties of up to \$5,500 may apply to strata schemes that do not report.

What is a strata scheme?

A strata scheme can include apartments, townhouses or villas. If you buy into a strata scheme, you will own a 'lot' and share ownership of the 'common property' such as driveways, roofs and gardens.

What is a strata committee?

A strata committee is elected each year by the owners of a strata scheme. The committee decides on the day-to-day running of the strata scheme and makes decisions on behalf of the owners.