Action List:

Prepare for the NSW strata legislation changes on 27 October 2025 and 1 April 2026

LookUpStrata has developed an action list to help NSW strata committees and owners get ready for the upcoming reforms. Most of the new laws take effect on 27 October 2025, with further requirements starting on 1 April 2026, and additional changes due later in 2026 on a date still to be announced.

Strata schemes should begin working through these action items now to ensure full compliance when the laws come into effect.

Actions for 27 October 2025

Repairs and maintenance compliance	
Brief the committee on Fair Trading's new investigation and enforcement tools, and agree on your process to respond to document requests, compliance notices, undertakings, tribunal orders and fines.	☐
Use a building health check or similar to confirm current repair and maintenance issues are identified and being addressed.	☐
Helping owners in financial hardship	
Update levy notice templates so they include the **Financial Hardship Information Statement** with every notice issued on or after 27 October 2025.	☐
Circulate and discuss the Financial Hardship Information Statement.	☐
Standard payment plans for overdue levies	
Adopt the **Request for a payment plan for overdue contributions** standard form, and make it available to owners.	☐
Update your procedure so you: consider each request, do not make blanket refusals, do not charge fees for a request or plan, respond within 28 days, and provide written reasons if refusing.	☐
Adjust debt recovery steps so action is paused while an owner is complying with a plan, and ensure at least **30 days** notice before recovery action starts.	☐
Configure how repayments are applied, first to the oldest overdue levies, then interest, then recovery costs, unless a court, tribunal or the owner specifies otherwise.	☐
Building managers, duties and disclosures	
If your scheme has a building manager, discuss with them their new duties to act in the owners corporation's best interests, act promptly on maintenance and safety issues, and provide specified disclosures about benefits, connections and financial interests.	☐
When recruiting, require building manager candidates to disclose any benefit that affects their fees before appointment.	☐
Note the extra ground to seek tribunal orders to change or end a building manager agreement if the manager acts unlawfully.	☐

Actions for 1 April 2026

Capital works fund planning

From 1 April 2026, ensure any **new or reviewed** 10-year capital works fund plan uses the standard form. Download and familiarise yourself with the form when it is available. ☐

Initial maintenance schedules and initial levies for new schemes

For schemes with the **first AGM on or after 1 April 2026**, confirm the developer has used the standard form initial maintenance schedule, and request evidence. ☐

For **multi-storey** new schemes, require the developer to provide, at least 14 days before the first AGM, independent surveyor certification that the initial maintenance schedule is in the standard form and that the initial levy estimates meet expected expenditure. Verify the surveyor's independence and professional status. ☐

Strata information certificates

Update processes and templates so **Section 184 strata information certificates** include details about exclusive supply networks, often called embedded networks, from 1 April 2026. ☐

Changes coming in 2026, date to be announced

Plan for **mandatory training for strata committee members**. Discuss how you will deliver training after elections or appointments once the start date is announced and more information is available. ☐

Note that **off-the-plan contracts** will need disclosure about exclusive supply networks. ☐