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Our ref: 123456

The Secretary of the Strata Company
Abode Strata Management
P O Box 8333
SOUTH PERTH W A 6951

Dear Sir/Madam,

RE: UNIT X (LOT Y), 123 SAMPLE STREET, SUBURB

We wish to advise the Lot Y, 123 Sample Street has been sold. We have been appointed to act for the Buyer in this matter and note that you are the Strata Managers for these properties.

It is a requirement under section 110 of the Strata Titles Amendment Act 2018 that you provide this office with a completed Section 110 (1) & Section 110 (2) Certificates prior to settlement.

Kindly forward the completed Section 110 (1) & Section 110 (2) for Lot Y to our office at your earliest convenience so that we may attend to adjustment of the current Strata Levies and any Joint Insurance that may be applicable.

If the scheme is covered by a joint insurance policy, kindly provide us with a copy of the current insurance policy.

Kindly contact our office to provide account details for EFT payment of this request.

The proposed settlement date is **27 October 2021** and if you should have any queries please don't hesitate to contact me.

Yours faithfully

SETTLEMENTS R US CONVEYANCING