

FACT SHEET

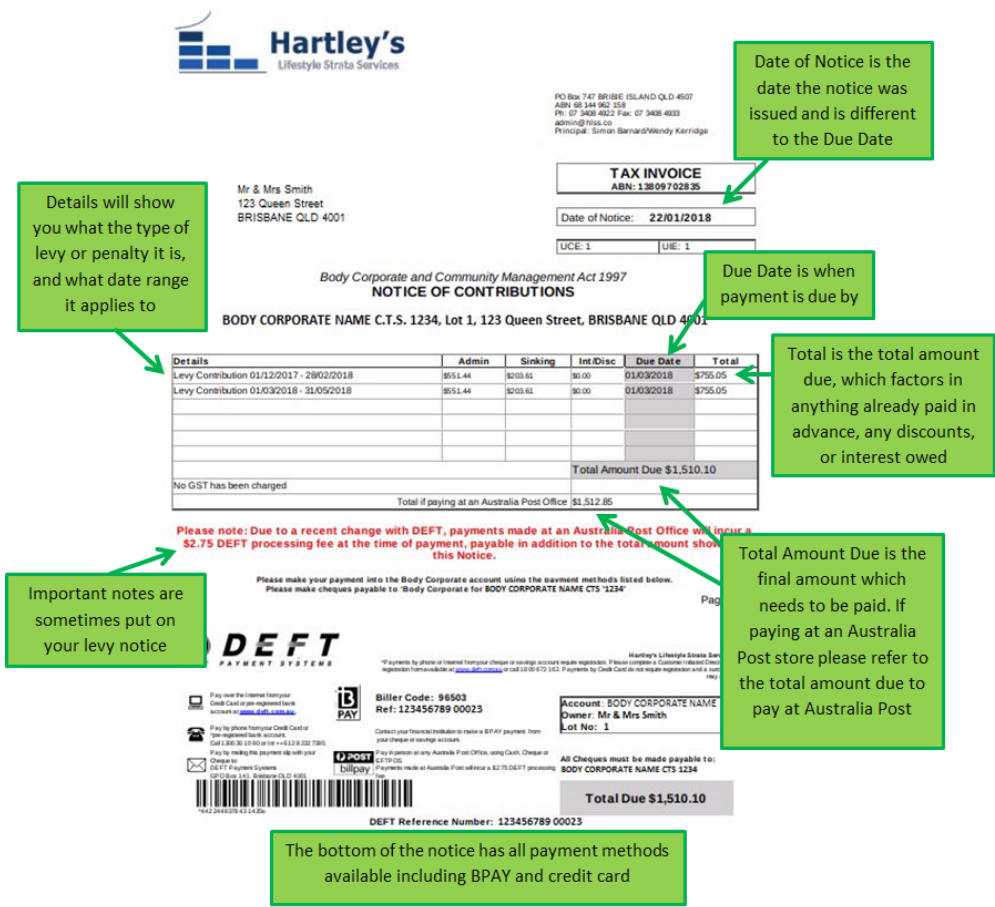
Every owner will receive a Notice of Contributions, or levy notice as some call it, at some point throughout the year. We have provided a guide on how to interpret the information provided to you, so you can quickly and easily do you what you need to pay on time.

A few points about your Notice of Contributions:

- You will only be sent one if anything is due. This means if you have paid for a full levy period in advance, you won't receive a notice for that period
- If you need a statement for the financial year, you can either compile all the levy notices for the year, or request one from our website <http://www.hlss.co/resources/levy-contribution-statement-request/>
- Some Australia Post stores have older scanners which don't always pick up the barcode on the notice. If it doesn't, they can still key in the barcode number

Below is a Notice of Contributions with notes on key sections which may help you with understanding the information on them:

HOW TO READ YOUR NOTICE OF CONTRIBUTIONS



Hartley's Lifestyle Strata Services

PO Box 747 BRISBIE ISLAND QLD 4507
 ABN 88 144 962 258
 Ph: (07) 3408 4922 Fax: (07) 3408 4933
 admin@hlss.co
 Principal: Simon Barnard/Wendy Kerridge

TAX INVOICE
 ABN: 13809702835

Date of Notice: 22/01/2018

UCE: 1 UIE: 1

Mr & Mrs Smith
 123 Queen Street
 BRISBANE QLD 4001

Body Corporate and Community Management Act 1997
NOTICE OF CONTRIBUTIONS
 BODY CORPORATE NAME C.T.S. 1234, Lot 1, 123 Queen Street, BRISBANE QLD 4001

Details	Admin	Sinking	Int.Disc	Due Date	Total
Levy Contribution 01/12/2017 - 28/02/2018	\$551.44	\$203.61	\$0.00	01/03/2018	\$755.05
Levy Contribution 01/03/2018 - 31/05/2018	\$551.44	\$203.61	\$0.00	01/03/2018	\$755.05
Total Amount Due					\$1,510.10
No GST has been charged					
Total if paying at an Australia Post Office					\$1,512.85

Please note: Due to a recent change with DEFT, payments made at an Australia Post Office will incur a \$2.75 DEFT processing fee at the time of payment, payable in addition to the total amount shown on this Notice.

Please make your payment into the Body Corporate account using the payment methods listed below. Please make cheques payable to 'Body Corporate for BODY CORPORATE NAME CTS 1234'

DEFT PAYMENT SYSTEMS

Bill Code: 96503
 Ref: 123456789 00023

Account: BODY CORPORATE NAME
 Owner: Mr & Mrs Smith
 Lot No: 1

Total Due \$1,510.10

DEFT Reference Number: 123456789 00023