



Essentials and Full Service

Two ways to be managed. One standard of care.

SERVICES PROVIDED	ESSENTIALS	FULL SERVICE
Designated manager	✓	✓
ACCOUNTING AND FINANCES		
Collect and bank levies and other amounts due; pay accounts and outgoings; prepare annual statements, budget and Trust Account audit	✓	✓
MAINTENANCE (USING RAA TRADE ASSIST SERVICES)		
Advise and arrange for maintenance, repair and replacement of common property	Instead: list of recommended contractors supplied	✓
After-hours emergency service	✓	✓
MEETINGS		
Prepare and distribute notices	✓	✓
Attend meetings and assist the Presiding Officer in the conduct of meetings	Instead: your Secretary writes the minutes and Acacia supplies an AGM kit including proforma minutes	✓
Post minutes to owners within 7 days	✓	✓
INSURANCE		
Place and renew insurances, and have any claim promptly processed	✓	✓
CLERICAL		
Deal promptly with correspondence and Search statement requests; keep records secure and confidential	✓	✓
PROTECTION		
Service Guarantee	✓	✓

SERVICES PROVIDED	ESSENTIALS	FULL SERVICE
INFORMATION		
Owners' kit, including information booklets	✓	✓
Newsletters	✓	✓
Telephone support	✓	✓
Website	40+ pages of indexed help, plus our curated knowledgebase accessible using our chatbot, Canopy	40+ pages of indexed help, plus our curated knowledgebase accessible using our chatbot, Canopy

WHAT EACH PLAN COSTS

FEE	ESSENTIALS	FULL SERVICE
Fixed management fee per unit per year (ex GST)	\$195 per unit — a 34% discount on the full service fee of \$295.	\$295 per unit.
Additional services beyond your plan	Quoted before we start, to suit what you need.	Quoted before we start, to suit what you need.
Meeting fees	Not applicable — owners conduct their own meetings. Acacia supplies an AGM kit including proformas and budget.	Price on application, depending on your needs.
Fee for overdue account notices (billed to the owner)	\$20, recovered from owner. \$45 to send to debt recovery.	\$20, recovered from owner. \$45 to send to debt recovery.
Produce and lodge the Corporation's tax return, if required	\$295	\$295

NO SURPRISES

There are **no hidden commissions, no exit fees and no lock-in contract.**

1300 79 2255

hello@acaciacollective.com.au

acaciacollective.com.au