

Forms and resources

You can refer to these templates for examples of long-term maintenance plans and matters contained in the Unit Titles Regulations such as pre-settlement disclosure, proxy appointment forms and more.

Unit Title Act disputes

Find out more about [making a UTA application to the Tenancy Tribunal \(http://www.tenancy.govt.nz/resolving-issues-and-disputes-in-unit-titles/tenancy-tribunal-for-unit-titles-how-to-apply/\)](http://www.tenancy.govt.nz/resolving-issues-and-disputes-in-unit-titles/tenancy-tribunal-for-unit-titles-how-to-apply/) or apply online now.

Apply online

[_ \(https://utadispute.tenancy.govt.nz/app/Extra/UTA/Entity/User/Register.aspx?sid=636002870154378659\)](https://utadispute.tenancy.govt.nz/app/Extra/UTA/Entity/User/Register.aspx?sid=636002870154378659)

Long-term maintenance plan for a body corporate (complex)

There is currently no prescribed form for long term maintenance plans. This template has been created by as an example of how to provide the information required for a long term maintenance plan in Regulation 30 of the Unit Titles Regulations 2011.

[Long-term maintenance plan for a body corporate \(complex\) - example \[DOC, 226 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/ltmp-body-corporates-complex.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/ltmp-body-corporates-complex.doc)

Long-term maintenance plan for a small unit title development

There is currently no prescribed form for long term maintenance plans. This template has been created as an example of how to provide the information required for a long term maintenance plan in Regulation 30 of the Unit Titles Regulations 2011.

[Long-term maintenance plan for a small unit title development - example \[DOC, 98 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/ltmp-for-bc-simple.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/ltmp-for-bc-simple.doc)

Additional disclosure statement

Use this template if you are selling a unit in a unit title development where an additional disclosure statement is requested by a buyer (section 148, Unit Titles Act 2010).

[Additional disclosure statement - template \[DOC, 57 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-additional-disclosure-statement.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-additional-disclosure-statement.doc)

Pre-settlement disclosure statement

Use this template if you are selling a unit in a unit title development where they have already entered into a sale and purchase agreement (section 147, Unit Titles Act 2010).

[Pre-settlement disclosure statement - template \[DOC, 60 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-pre-settlement-disclosure-statement.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-pre-settlement-disclosure-statement.doc)

Form 9 – Notice requiring principal unit owner to sign document

[The Form 9 template format is available in the Unit Titles Regulations on the Legislation website. \(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695781.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695781.html)

Form 10 – Certificate by body corporate: document signed on behalf of principal owner

[The Form 10 template format is available in the Unit Titles Regulations on the Legislation website. \(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695782.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695782.html)

Form 11 – Proxy appointment form

A blank proxy appointment form template for anyone wanting to appoint a proxy (section 102(3), Unit Titles Act 2010).

[Form 11 - Proxy appointment form \[DOC, 38 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-11.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-11.doc)

Form 12 – Postal voting form

A blank postal voting form template for anyone wanting to vote by post on a resolution being considered at a body corporate meeting (section 103, Unit Titles Act 2010).

[Form 12 - Postal voting form \[DOC, 41 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-12.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-12.doc)

Form 13 – Notice of resolution to be decided without general meeting

A blank notice of resolution template for a body corporate wanting to decide on a resolution without holding a general meeting (section 104, Unit Titles Act 2010).

[Form 13 - Notice of resolution to be decided without general meeting \[DOC, 36 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-13.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-13.doc)

Form 15 – Notice of change to body corporate operational rules

A blank notice of change to body corporate operational rules template for a body corporate changing their body corporate operational rules (section 106, Unit Titles Act 2010).

Note: Lawyers and conveyancing practitioners can lodge the form electronically using Landonline. People not registered to use Landonline will need to lodge the form through their lawyer or conveyancing practitioner, or manually with Land Information New Zealand.

[Instructions on how to lodge a manual dealing \(http://www.linz.govt.nz/land/land-registration/dealings/manual-dealings\)](http://www.linz.govt.nz/land/land-registration/dealings/manual-dealings) - Land Information New Zealand website.

[Form 15 - Notice of change to body corporate operational rules \[DOC, 38 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-15.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-15.doc)

Form 16 – Notice of change of body corporate’s address for service

[The Form 16 template format is available in the Unit Titles Regulations on the Legislation website. \(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695788.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695788.html)

Form 17 – Financial statement

A blank financial statement template for a body corporate preparing their financial statements (section 132, Unit Titles Act 2010).

[Form 17 – Financial statement \[DOC, 35 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-17.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-17.doc)

Form 18 – Pre-contract disclosure statement

A pre-contract disclosure statement template for anyone trying to sell a unit in a unit title development (section 146, Unit Titles Act 2010).

[Form 18 – Pre-contract disclosure statement \[DOC, 57 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-18.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-18.doc)

Form 19 – Turn-over disclosure statement

A blank turn-over disclosure statement template for an original developer turning over a unit titles development to a body corporate (section 156, Unit Titles Act 2010).

[Form 19 – Turn-over disclosure statement \[DOC, 38 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-19.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-19.doc)

Form 26 – Notice of designated resolution

[The Form 26 template format is available in the Unit Titles Regulations on the Legislation website. \(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695798.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695798.html)

Form 27 – Notice of objection to designated resolution

A black notice of objection template for anyone wanting to object to a designated resolution (section 213(3), Unit Titles Act 2010).

[Form 27 - Notice of objection to designated resolution \[DOC, 39 KB\] \(http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-27.doc\)](http://www.tenancy.govt.nz/assets/unit-titles/unit-titles-prescribed-form-27.doc)

Form 33 – Certificate by body corporate: designated resolution process

[The Form 33 template format is available in the Unit Titles Regulations on the Legislation website.
\(http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695805.html\)](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695805.html)