# **Template for long-term maintenance plan – body corporate (complex)**

## Large unit title developments (10 or more units)

## About this template

This template has been created by the Ministry of Business, Innovation and Employment as an example of how to provide the required information for a long-term maintenance plan for large unit title developments.

* The requirements are detailed in Regulations 30 and 30A and 157C of the Unit Titles Regulations 2011.
* This template provides some recommended additional information (beyond the requirements of regulations 30 and 30A).
* The specific wording and layout used in this template are not requirements of the Unit Titles Regulations 2011.

To use this template, download it to your computer and customise it, keeping only the points that apply to your situation.

**Disclaimer**This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

Changes to the Unit Titles Act in 2024
Changes to the Unit Titles Act 2010 in May 2024 require large unit title developments (10 or more principal units) to establish a long-term maintenance (LTM) plan covering a period of at least 30 years from the date of the plan’s commencement or last review, with detailed requirements for the first 10 years, and more high-level information for years 11 – 30.

The changes also require the plan to be reviewed every 3 years, or as soon as is practicable should any matter arise that has a material impact on the LTM plan. This template has been updated to help you meet these requirements.

The body corporate of a large unit title development must consult with building professional/s or other suitably qualified professional/s when it develops or reviews the plan. The body corporate can decide by special resolution not to do so.

For all unit title developments, (including large unit title developments) the new requirements for the LTM plan are:

* A summary of the current state of the common property;
* A statement of the sources of funding for the LTM plan.

For more information, refer to the Unit Titles Services website at <http://www.unittitles.govt.nz>

# **Long-term maintenance plan for body corporate (complex)**

Large unit title developments (10 or more units)

The information is provided to meet the requirements of sections 116 and 157C of the Unit Titles Act 2010 and regulations 30 and 30A of the Unit Titles Regulations 2011

|  |  |
| --- | --- |
| Prepared by: |  *[name of person]* |
| Prepared on (date): |  |
| This plan covers the period of [enter number of at least 30] years: | *From [insert date] to [insert date].* |

This long-term maintenance plan (LTM) covers the common property, building elements, and infrastructure of the unit title development. It also covers any additional items that the body corporate has decided by ordinary resolution to include in the plan.

## Building details and report inputs

### Supplied information

|  |  |
| --- | --- |
| Building name  |  |
| Building address  |   |
| Unit title plan number |  |
| Date of deposit of unit plan |  |
| Number of unit entitlements  |  |
| Number of units |  |
| Does a long-term maintenance fund exist? (yes or no)If no, record arrangements for long-term maintenance funding here.If yes, record here the amount the body corporation has decided to be applied each year (for years 1 to 10) to maintain the long-term maintenance fund. |  |
| Estimated starting long-term maintenance fund balance  |  |
| Starting date of financial year for report  |  |
| GST status |  |
| Current long-term maintenance levy per lot entitlement  |  |

### Report assumptions and information

|  |  |
| --- | --- |
| Assumed interest rate on invested funds (for funds over $10,000.00)  |  |
| Company taxation rate  |  |
| Interest on invested funds – based on assumed interest rate minus company taxation rate. Calculated only on long-term maintenance fund balances over $10,000.00  |  |
| Contingency allowance – for minor and/or unforeseen expenses. |  |
| Assumed rate of inflation for building maintenance costs –based on average annual building cost increase between [insert date] and [insert date] |  |
| Forecast period – number of years |  |

### 10-year levy table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year**  | **Year to**  | **Total Contribution**  | **Contribution per lot entitlement**  | **Quarterly contribution**  |
| 1  | 31/3/2025 |  |  |  |
| 2  | 31/3/2026 |  |  |  |
| 3  | 31/3/2027 |  |  |  |
| 4  | 31/3/2028 |  |  |  |
| 5  | 31/3/2029 |  |  |  |
| 6  | 31/3/2030 |  |  |  |
| 7  | 31/3/2031 |  |  |  |
| 8  | 31/3/2032 |  |  |  |
| 9  | 31/3/2033 |  |  |  |
| 10  | 31/3/2034 |  |  |  |

10-year cash flow tracking sheet

* The table below shows a cash flow starting with the anticipated **opening balance** at the start of the first financial year.
* Please add the **total levy contributions** for the year and any **interest** on balances greater than $10,000.00
* Any **anticipated expenses** are then allowed for leaving a **closing balance** for the year which in turn becomes the **opening balance** for the following year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| In summary: **Opening balance + total levy contributions + interest – anticipated expenses = closing balance. Year**  | **Year to**  | **Opening balance**  | **Total levy contributions**  | **Interest**  | **Anticipated expenses**  | **Closing balance**  |
| 1  | 31/3/2025 |  |  |  |  |  |
| 2  | 31/3/2026 |  |  |  |  |  |
| 3  | 31/3/2027 |  |  |  |  |  |
| 4  | 31/3/2028 |  |  |  |  |  |
| 5  | 31/3/2029 |  |  |  |  |  |
| 6  | 31/3/2030 |  |  |  |  |  |
| 7  | 31/3/2031 |  |  |  |  |  |
| 8  | 31/3/2032 |  |  |  |  |  |
| 9  | 31/3/2033 |  |  |  |  |  |
| 10  | 31/3/2034 |  |  |  |  |  |

10-year anticipated expenditures table

This table shows when expenses will occur in the next 10 years.

From left to right the columns are:

* **Expenditure items:** lists the different areas and items of expenditure.
* **Current cost:** shows the current maintenance expenditure costs in today’s dollars.
* **Year 1 to Year 10:** shows the costs in the year in which they occur, including theassumed rate of inflationcompounded annually until the cost is due.

**The items included are examples only.**

At the bottom on each column there are three lines. Firstly, a subtotal(including. GST)followed by a line calculating the contingency allowance(including GST)for unforeseen and minor expenses and finally **total expenses** (including GST)for that year.

#### Years 1 to 10

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenditure item**  | **Current cost**  | **Year 1**  | **Year 2**  | **Year 3**  | **Year 4**  | **Year 5**  | **Year 6**  | **Year 7**  | **Year 8**  | **Year 9**  | **Year 10**  |
| Repaint building exterior  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint ceilings  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint downpipes  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain downpipes (total:[insert text]Lm)  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint door face – one side  |  |  |  |  |  |  |  |  |  |  |  |
| Repair aluminium doors  |  |  |  |  |  |  |  |  |  |  |  |
| Repair aluminium windows  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint timber balustrades  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint steel balustrades  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain balustrades (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint balcony ceilings  |  |  |  |  |  |  |  |  |  |  |  |
| Replace balcony tiles (total:[insert text]Lm)  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint fascia cladding  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain metal fascia (total [insert text]m2)  |  |  |  |  |  |  |  |  |  |  |  |
| Hire scaffolding for work above 2 storeys  |  |  |  |  |  |  |  |  |  |  |  |
| Surface cleaning program  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain concrete surface (total:[insert text]m2 )  |  |  |  |  |  |  |  |  |  |  |  |
| Surface cleaning program  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain concrete surface (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |  |  |
| Repaint line marking  |  |  |  |  |  |  |  |  |  |  |  |
| Replace paving (total:[insert text]m2) |  |  |  |  |  |  |  |  |  |  |  |
| Topcoat bitumen driveway  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain bitumen driveway (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |  |  |

Indication of expenditure items for years 11 to 30

Unit title developments with 10 or more principal units must also include expenditure items for years 11 to 30. **The plan must provide a high-level indication of the expected cost of maintenance and replacement of the expenditure items for years 11 to 30.**

For years 11 to 30, the plan does not need to state the estimated age and life expectancy of each item, state the estimated cost of maintenance and replacement, or state the amount to be applied by the body corporate to the long-term maintenance fund (if there is one).

For the table below, include any item from the table for years 1 to 10 that are expected to have costs in years 11 to 30. There may be additional expenditure items for years 11 to 30. It may be helpful to break up the years into years 11 to 20, and years 21 to 30.

#### Years 11 to 30

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure item**  | **Years 11 – 20**  | **Years 21 – 30**  | **Totals** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **Notes for figures in table above:**

* The dollar values for each year reflect the indicated cost of maintenance and replacement of the item for that year.
* You may wish to include information about what the indicated cost is based on.

## Current state of the common property – including any building data list from the property inspection for unit title plan

From 9 May 2024, all LTM plans are required to summarise the current state of the common property. This information can be included in this table. This table may also have data collected by a building inspector while inspecting the complex. The items are examples only.

The columns from left to right could be:

* **Items:** identifies and describes the maintenance item.
* **Qty:** the total quantity of that item.
* **Unit:**  the unit rate used to measure the quantity.
* **Rate:** the cost of each unit in dollars.
* **Value:**  the quantity (Qty) multiplied by the Rate ($).
* **Current state:** comment on the current state of the item.
* **Estimated age:** current age of the item.
* **Next due:** the remaining life in years until an item needs money spent on it.
* **Total life:** the total life the item after it is replaced, repaired, or repainted.
* **Comments:** any useful explanatory notes for the item.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items**  | **Qty**  | **Unit**  | **Rate ($)**  | **Value ($)**  | **Current state** | **Estimated age of item** | **Next Due**  | **Total life once repaired** | **Comments** |
| **1. Building exterior**  |  |
| Repaint building exterior  |  |  |  |  |  |  |  |  |  |
| Repaint ceilings  |  |  |  |  |  |  |  |  |  |
| Repaint downpipes  |  |  |  |  |  |  |  |  |  |
| Maintain downpipes (total: [insert text]Lm) – 10%  |  |  |  |  |  |  |  |  |  |
| Repaint door face – one side  |  |  |  |  |  |  |  |  |  |
| Repair aluminium doors  |  |  |  |  |  |  |  |  |  |
| Repair aluminium windows  |  |  |  |  |  |  |  |  |  |
| Repaint timber balustrades  |  |  |  |  |  |  |  |  |  |
| Repaint steel balustrades  |  |  |  |  |  |  |  |  |  |
| Maintain balustrades (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |
| Repaint balcony ceilings  |  |  |  |  |  |  |  |  |  |
| Replace balcony tiles (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |
| Repaint fascia cladding  |  |  |  |  |  |  |  |  |  |
| Maintain metal fascia (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **2. Access for work at heights**  |
| Hire scaffolding for work above 2 storeys  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **3. External walkways**  |
| Surface cleaning program  |  |  |  |  |  |  |  |  |  |
| Maintain concrete surface (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **4. Driveway**  |
| Surface cleaning program  |  |  |  |  |  |  |  |  |  |
| Maintain concrete surface (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Repaint line marking  |  |  |  |  |  |  |  |  |  |
| Replace paving (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Topcoat bitumen driveway  |  |  |  |  |  |  |  |  |  |
| Maintain bitumen driveway (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Maintain concrete kerbing (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |
| Replace stormwater grates  |  |  |  |  |  |  |  |  |  |
| Maintain stormwater drains  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **5. Basement**  |
| Surface cleaning program  |  |  |  |  |  |  |  |  |  |
| Maintain concrete surface (total: [insert text]m2) |  |  |  |  |  |  |  |  |  |
| Repaint walls  |  |  |  |  |  |  |  |  |  |
| Repaint door face – one side  |  |  |  |  |  |  |  |  |  |
| Maintain chain wire fence  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **6. Roof**  |  |
| Maintain metal roof (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Repair metal flashings (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |
| Maintain box gutters (total:[insert text]Lm)  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **7. Stairwells**  |  |
| Repaint underside of stairs and ceilings  |  |  |  |  |  |  |  |  |  |
| Repaint timber balustrades  |  |  |  |  |  |  |  |  |  |
| Repaint metal balustrades  |  |  |  |  |  |  |  |  |  |
| Maintain balustrades (total: [insert text]Lm)  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **8. Fixtures and fittings**  |  |
| Replace letterboxes  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **9. Fence maintenance**  |  |
| Maintain paling fence (total: [insert text]) |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **10. Landscaping**  |  |
| Maintain block retaining walls (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Maintain concrete stairs (total: [insert text]m2)  |  |  |  |  |  |  |  |  |  |
| Maintain garden  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **11. Plant - electrical**  |  |
| Test main switchboard |  |  |  |  |  |  |  |  |  |
|  |  |  |
| **Subtotal (including GST)** |  |  |  |  |  |  |  |  |  |
| **Contingency allowance (including GST)** |  |  |  |  |  |  |  |  |  |
| **Total expenses (including GST)** |  |  |  |  |  |  |  |  |  |

**Non-maintenance**

The following items are those the body corporate by ordinary resolution has decided not to maintain during the life of this plan:

|  |
| --- |
| *
 |
|  |
|  |
|  |
|  |

**Specific inspection notes:**

Add any comments or notes for specific maintenance requirements.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Notes** (Amend or delete as necessary)

**Long-term maintenance plan**

This forecast satisfies the current requirements of section 116 and 157C of the Unit Titles Act 2010 and regulations 30 and 30A of the Unit Titles Regulations 2011. Regulation 30(1) states:

*30 Long-term maintenance plans*

*(1) A long-term maintenance plan must*

*(a) cover -*

*(i) the common property, building elements, and infrastructure of the unit title development; and*

*(ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and*

*(aa) summarise the current state of the common property; and*

*(b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and*

*(c) state the period covered by the plan; and*

*(d) state the estimated age and life expectancy of each item covered by the plan; and*

*(e) state the estimated cost of maintenance and replacement of each item covered by the plan; and*

*(f) state whether there is a long-term maintenance fund; and*

*(fa) state the sources of funding for the plan; and*

*(g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and*

*(h) state who has prepared the plan.*

Regulation 30A states:

*30A Long-term maintenance plans for large unit title developments*

*(1) This regulation applies to a long-term maintenance plan for a large unit title development.*

*(2) Regulation 30(1)﻿(d), (e), and (g) does not apply to a large unit title development’s long-term maintenance plan in respect of the period that is more than 10 years from the date of the plan or the last review of the plan (years 11 to 30).*

*(3) A large unit title development’s long-term maintenance plan must provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30.*

**Figures used and updates –** The figures used in the forecast have been reviewed by [insert text] and adjudged typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

**Contingency**– A contingency has been allowed for any unforeseen expenses.

**Interest, taxation, and inflation**– The standard interest rate used is based on Reserve Bank of New Zealand’s (RBNZ) historical interest rates. The company tax rate is applied to interest income. The standard inflation rate used is based upon RBNZ historical data for Construction Producer Price inflation, commencing [insert text]. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

**Safety**– The inspection does not cover safety issues.

**Lifts**– Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made.

**Items with indefinite lives**– There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example, sanitary fittings and lift carriage interiors. This plan deals only with estimating the timing of physical obsolescence.

**Improvements**– The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items at this stage.

**Defects**– No allowance has been made for correction of defects resulting from faulty construction.

**Ongoing maintenance programs**– The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

* usage
* accidental damage to floor tiles, which may or may not be still available or in stock
* fences can be maintained and replaced gradually or all at once
* metal and aluminium balustrades – these can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance
* concrete driveways that have been cracked but are still perfectly sound and serviceable
* pumps and fans – these can last indefinitely or wear out quickly, depending on the quality of internal construction and finish.

**Updates –** The forecast is made with the best available data at the time. The forecast must be reviewed at least once every three years (section 157C(4) of the Unit Titles Act 2010).