Hartley's
Body Corporate Management

FACT SHEET

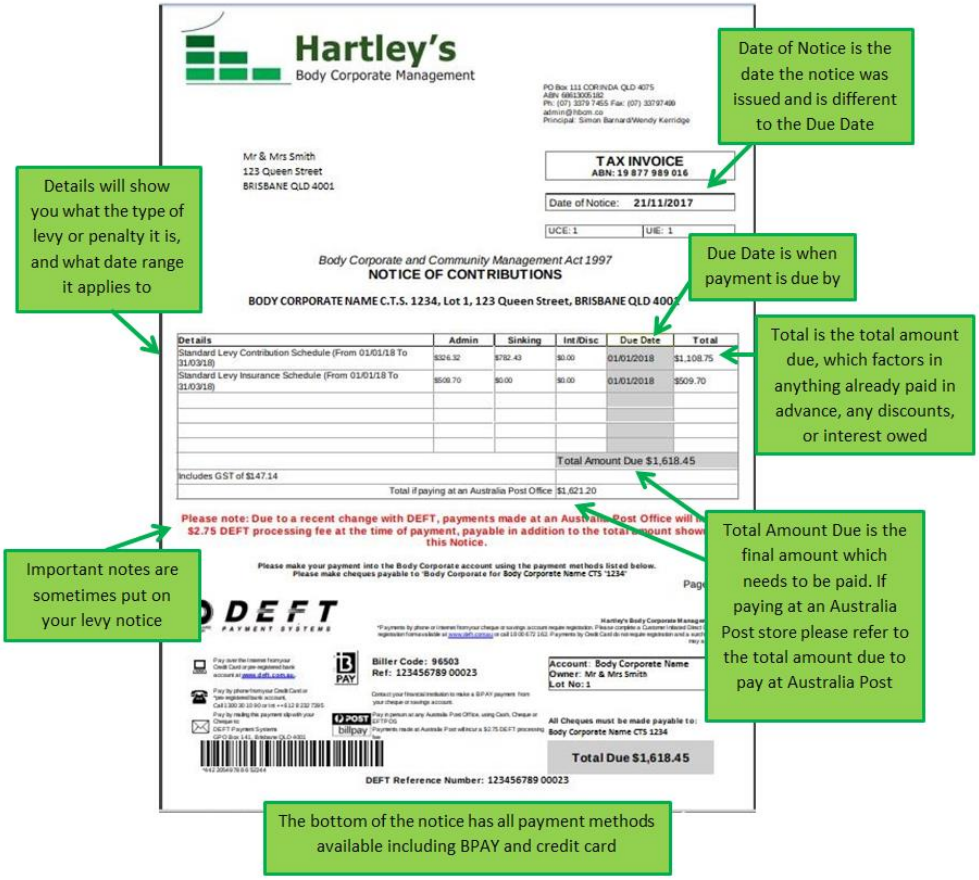
HOW TO READ YOUR NOTICE OF CONTRIBUTIONS

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.hbcm.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:



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