So the next committee doesn't start from zero - or from someone's inbox that just left the building.

Committee Handover Checklist

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

Access & credentials

Task	Who's doing this	By when
☐ Body corporate manager / strata manager login details		
☐ Building bank account signatories updated		
☐ Shared email inbox access (if applicable)		
☐ Keys, fobs, and alarm codes accounted for		
☐ Contractor and trades contact list handed over		

Documents & records

Task	Who's doing this	By when
☐ Last 3 years of AGM/committee minutes		
☐ Current insurance policy and renewal date		
☐ Sinking fund forecast and latest financial statements		
☐ Open maintenance/action register with status notes		
☐ By-laws and any registered scheme documents (called ‘rules’ in Victoria)		

Open items

Task	Who's doing this	By when
☐ List of unresolved maintenance requests, with context		
☐ Any current disputes or by-law matters in progress		
☐ Pending quotes or works awaiting approval		
☐ Upcoming compliance deadlines (fire safety, lift certification, etc.)		

Knowledge that doesn't live in a document

Task	Who's doing this	By when
☐ Which residents are the reliable go-to contacts on each floor		
☐ Known quirks of the building (that one dodgy pipe, the temperamental gate)		
☐ What's been tried before and didn't work - saves the new committee repeating it		

A good handover is the cheapest insurance a committee can buy. Twenty minutes now saves the next committee months of rediscovering things the hard way.