

02 May 2023

Dear Sir/Madam

RAISING AWARENESS OF STRATA LIVING CONCEPTS AND RESPONSIBILITIES AMONGST SUBSIDIARY PROPRIETORS (SPs)

Objective

This circular informs Key Executive Officers (KEOs) and Real Estate Salespersons (RESs) on the Building and Construction Authority's (BCA's) initiatives to raise awareness of strata living concepts and responsibilities amongst potential buyers and SPs of strata estates, when and before they purchase a strata unit. The circular also seeks KEOs' and RESs' assistance to help clients familiarise themselves with the responsibilities of strata living, and to disseminate BCA's checklist to potential buyers and info-pack to new homeowners and tenants.

Overview of the Strata Management Framework

2 Strata living is a distinct concept of housing due to the principle of self-governance, and the collective ownership of common property by individual unit owners (i.e. SPs) in the estate. Collectively, the SPs form the Management Corporation (MC) and are empowered by the Building Maintenance and Strata Management Act (BMSMA) to make certain decisions about their estates on their own without the need for government's approval. Potential buyers and first-time SPs may be unfamiliar with these key concepts, primarily so if they are transitioning from other housing types.

3 In an effort to equip both potential buyers and SPs with adequate knowledge on what to expect when living in a strata estate (e.g. condominium), BCA has published a series of self-help guides and tools on the BCA website (see Annex A for relevant links). These consist of:

- (a) A guide on "Before Buying a Condo: What to Know" which includes a checklist for buyers;
- (b) An info-pack for SPs on "What to Know as a Condo Owner"; and
- (c) A series of Strata Management Guides (SMGs) which provides more in-depth information on the various topics covered.

4 As RESs are a key information touchpoint for potential buyers and new SPs, RESs may also find BCA's self-help guides and tools helpful in assisting clients. In addition, BCA would like to seek KEOs' and RESs' assistance to help their clients familiarise themselves with strata living concepts. This includes:

- (a) Sharing of BCA's relevant media posts and conveying key aspects of condo living to the homebuyer including the concepts of self-governance, ownership, and dispute resolution;

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- (b) Disseminating BCA's checklist during the pre-sale process: RESs may assist the homebuyer in explaining the items listed and their importance, as well as help homebuyers obtain the information/documents recommended on the checklist; and
- (c) Disseminating the info-pack to homebuyers in the after-sale process: RESs may assist to run through the key items in the info-pack to help familiarise homebuyer with the information.

5 Should you need any clarification, please contact BCA at 1800-3425222 or through the online feedback form (<https://www.bca.gov.sg/feedbackform/>).



MR. LIM CHONG YONG
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BUILDING AND CONSTRUCTION AUTHORITY
For COMMISSIONER OF BUILDINGS

ANNEX A

S/N	Key Information	Link
1.	<p>Before Owning a Condo: What to Know</p> <ul style="list-style-type: none"> i. 4 Things to Know & FAQs ii. Basics of Condo Living iii. Responsibilities of Owners iv. Checklists & Tips 	https://go.gov.sg/condoliving
2.	<p>Pre-sale checklists</p> <ul style="list-style-type: none"> i. For New Condos ii. For Resale Condos 	https://go.gov.sg/bca-condo-checklists
3.	<p>After-sale Info-pack (What to Know as a Condo Owner)</p> <ul style="list-style-type: none"> i. Key Takeaways & Resources ii. Your Roles & Responsibilities iii. Your Rights & Restrictions iv. Other stakeholders & Their Roles v. Dealing with Disputes 	https://go.gov.sg/bca-condo-owner
4.	<p>Strata Management Guides</p>	https://go.gov.sg/bca-smg