



REQUIRING INFORMATION FROM A BODY CORPORATE

Section 1 To the Secretary

Name

Address

Locality/Suburb State Postcode

Name of Scheme

CTS/CMS No.....

Plan No.....

Section 2 Applicant's particulars

Name

Address

Locality/Suburb State Postcode

Telephone No Mobile No

Applicant's status to inspect body corporate records, to obtain a copy of a record, and to be issued with a body corporate information certificate (please circle whichever is applicable).

1. The owner of Lot No.....
2. The Mortgagee of Lot No.....
3. The buyer of Lot No.....
4. Another person with a proper interest in the information sought. The claimed interest is:
.....
5. The agent of a person above

Section 3 Applicant's Agent (if appointed)

I appoint the following person to act as my agent in conducting a search under **Part A** and/or obtaining a certificate under **Part B** (see over).

Agent's Name

Address

Locality/Suburb State Postcode

Telephone No Mobile No

**Section 4
PART A**

Request to inspect the body corporate's records under Section 205(2)(a) of the Act.

Yes No (tick one)

I prefer to make the inspection at: am/pm on / / / / / /

Please confirm by telephone or in writing the appointment time and the address where the inspection can be made.

I enclose the prescribed fee.

I request a copy of records under Section 205(2)(b) of the Act.

Yes No (tick one)

I request a copy of the record/s listed below. Please advise the total fee payable.

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**Section 5
PART B**

Request to be issued with a Body Corporate Information Certificate under Section 205(4) of the Act. Yes No (tick one)

Please forward the certificate to the applicant's address as shown on Page 1, or to:

Name

Address

Locality/Suburb State Postcode

The prescribed fee is enclosed.

Signature of Applicant

Signature of Agent Date / / / / /

**Section 6
NOTE**

Section 205(2) of the Act requires a body corporate to make its records available, or to supply a copy of a record, within 7 days of receiving a written request accompanied by the fee prescribed under the regulation module applying to the scheme.

Section 205(4) of the Act requires a body corporate to issue a Body Corporate Information Certificate within 7 days of receiving a written request accompanied by the fee prescribed under the regulation module applying to the scheme. A certificate may be obtained within 24 hours by payment of an additional priority fee. The certificate may be faxed for an additional fee.

A penalty may be incurred if the body corporate fails to comply with Section 205(2) or Section 205(4) of the Act.