

# BODY CORPORATE INFORMATION CERTIFICATE

**PART A**

This certificate sets out the amounts payable to the body corporate in the body corporate's current financial year, including any amounts due but unpaid, in respect of the following lot -

Name of Scheme ..... CMS No. ....  
Lot No. .... Plan No. ....

*Section 205(5)* of the Act provides that the person obtaining this certificate may rely on it against the body corporate as conclusive evidence of the matters stated, except for errors reasonably apparent. The legislation provides that a new owner becomes jointly and severally liable for any contribution, instalment, penalty or other amount payable to the body corporate that is due but unpaid when they become the owner.

**Section 1 Annual Contributions**

Provide details of all annual contributions including the periods each instalment covers, the due date and any discounts.

Provide details of the percentage of any penalty applying to overdue contributions.

**Note:** If there is insufficient space please attach separate sheets.

**Description of amounts payable by owner to the *Administrative Fund***

Period	Amount	Due Date	Date Paid	Discount	If paid by	Date of Notice

**Monthly penalty on overdue contributions: %**

Total Annual Contributions	\$	Number of Instalments/year		Total amount overdue	\$
----------------------------	----	----------------------------	--	----------------------	----

**Description of amounts payable by owner to the *Sinking Fund***

Period	Amount	Due Date	Date Paid	Discount	If paid by	Date of Notice

**Monthly penalty on overdue contributions: %**

Total Annual Contributions	\$	Number of Instalments/year		Total amount overdue	\$
----------------------------	----	----------------------------	--	----------------------	----

**Section 2  
Special  
Contributions**

Provide details of any special contributions including any percentage of any penalty applying to overdue contributions.

**Note:** If there is insufficient space please attach separate sheets.

**Administrative Fund**

Purpose	Amount	Due Date	Date Paid	Discount	If paid by	Date of Notice
<b>Monthly penalty on overdue contributions:</b>				<b>%</b>	<b>Amount</b>	<b>\$</b>

**Sinking Fund**

Purpose	Amount	Due Date	Date Paid	Discount	If paid by	Date of Notice
<b>Monthly penalty on overdue contributions:</b>				<b>%</b>	<b>Amount</b>	<b>\$</b>

**Section 3  
Other  
Amounts  
Payable to  
the Body  
Corporate**

Purpose	Fund	Amount	Due Date	Amount

**Section 4  
Summary of  
Amounts Due  
But Unpaid**

Annual Contributions	\$
Special Contributions	\$
Other Payments	\$
Penalties	\$
Total amount overdue	\$

**PART B**

**Note:** Alternatively a copy of the "Register of Assets" may be attached to, and form part of, this certificate.

**Note:** Alternatively a copy of the "Register of Authorisations affecting the Common Property" showing entries for this lot highlighted, may be attached to, and form part of, this certificate.

Regulation Module applying to this scheme:

List all body corporate assets required to be recorded by the body corporate::

Give details of any improvements effected to the common property which are for the benefit of the lot and which the owner must maintain, including the authorisation of the body corporate:

Common Seal

(Authorised body corporate signatories)

Date   /   /

D D / M M / Y Y Y Y