



INFORMATION FOR BODY CORPORATE ROLL

Section 1 To the Secretary

Name

Address

Locality/SuburbState Postcode

Include the details in this notice in the roll of the body corporate in respect of:

Name of Scheme

CTS/CMS No

Lot No Plan No

Section 2 Registered Owner

The following person has by transfer, transmission or in another way, become entitled to be the registered owner of the lot.

Full Name

Residential/Business address

Locality/SuburbState Postcode

Address for service of notices (if different to above)
.....

Locality/SuburbState Postcode

Brief details about the way the person became the owner of the lot:
.....
.....
.....

Signature of owner (or agent)

Date of acquisition / /
D D M M Y Y Y Y

Name of agent

Dated / /
D D M M Y Y Y Y

**Section 3
Representative
of Owner**

The following person is a “representative” of the owner under this Act. Attached is a certified copy of the instrument giving representative capacity, or other documentation evidencing the claimed capacity.

Full Name

Residential/Business address

Locality/SuburbState Postcode

Address for service of notices (if different to above)

.....

Locality/SuburbState Postcode

Brief description of instrument or documentation attached:

.....

Date of appointment as representative / /
D D M M Y Y Y Y

Signature of representative Date / /
D D M M Y Y Y Y

**Section 4
Leases for
6 Months or
More**

The owner has granted a lease, or a lessee from the owner has granted a sub-lease, to the following person over the lot.

Full Name of lessee/sub-lessee

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above)

.....

Locality/Suburb State Postcode

The following lease or sub-lease over the whole or part of the lot, has been terminated or transferred.

Full Name of lessee/sub-lessee

Date and term lease/sub-lease / /
D D M M Y Y Y Y

Date of termination / /
D D M M Y Y Y Y

If transferred, full name of transferee

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above):

.....

Locality/Suburb State Postcode

Signature of owner Date / /
D D M M Y Y Y Y

Date and term of sub-lease / /
D D M M Y Y Y Y

Name of owner

**Section 5
Letting or
Leasing
Agent**

The following person is appointed by the owner to let or lease the lot.

Full name of agent.....

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above):

.....

Locality/Suburb State Postcode

The appointment of the following person to let or lease the lot is terminated.

Full name of agent.....

Date of termination / /
D D M M Y Y Y Y

Signature of owner / /
D D M M Y Y Y Y

Name of owner

**Section 6
Nominee of a
Corporation**

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leaseback arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above.

1. Full Name of Nominee

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above):

.....

Locality/Suburb State Postcode

2. Full Name of Alternative Nominee (if any)

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to the Residential, or Business address)

.....

Locality/Suburb State Postcode

Authorisation is given in accordance with the regulation module applying to the scheme. Signature of authorised person/s:

1. Signature Date / /
D D M M Y Y Y Y

Name of person signing.....

2. Signature Date / /
D D M M Y Y Y Y

Name of person signing

**Section 7
Mortgagee in
Possession**

The following mortgagee has taken *steps to enforce a mortgage over the lot or an interest in the lot.

Full Name of Mortgagee

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above)

.....
Locality/Suburb State Postcode

The following mortgagee in possession has *decided not to enforce the mortgage over the lot or its interest in the lot.

Full Name of Mortgagee

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above)

.....
Locality/Suburb State Postcode

Date *Steps/Decision taken

Signature of Mortgagee Date / /
D D M M Y Y Y Y

* delete one

**Section 8
Power of
Attorney**

The following person has been appointed under a power of attorney by the registered owner of the lot (or other person taking precedence over the owner under this Act) which confers on the person the rights and duties of the owner under the Act. A certified copy of the instrument is attached.

Full Name of Attorney

Residential/Business address

Locality/Suburb State Postcode

Address for service of notices (if different to above)

.....
Locality/Suburb State Postcode

Date of appointment / /
D D M M Y Y Y Y

Signature of Attorney

Date / /
D D M M Y Y Y Y