



Requiring information from a body corporate

Body Corporate and Community Management Act 1997

This form is effective from 1 June 2010

Section 1—To the Secretary

Name

Postal address

Suburb State Postcode

Name of scheme

CTS/CMS number

Plan number

Section 2—Applicant's particulars

Full name

Address

Suburb State Postcode

Telephone Mobile number

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 tick whichever is applicable*).

The owner of lot number

The mortgagee of lot number

The buyer of lot number

Another person with a proper interest in the information sought. The claimed interest is:
.....

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 **Section 4** and/or obtaining a certificate under **Section 5** (see over).

Agent's name

Address

Suburb State Postcode

Phone Mobile number

Section 4—Inspection of body corporate records

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 PM / /
D D / M M / Y Y Y Y

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.

Section 5—Body corporate information certificate

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.....

Suburb State Postcode

The prescribed fee is enclosed.

Signature of applicant.....

Signature of agent Dated: / /
D D / M M / Y Y Y Y

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.