



FACT SHEET

WHO USES THIS FORM

Any authority to act on behalf of a Lot Owner must be advised to the body corporate by way of completion of a Notice to Represent – Form 5.

Persons who generally represent Lot Owners may be:

- Solicitors – Acting as a third party or trustee for an Estate
- Builders – Applying for any kind of construction or minor works on a lot
- Managing Agents – Real Estate agents, leasing agents or private rentals
- Personal Representation – A family member, friend or other person



Notice to Represent

Sanctuary Cove Resort Act 1985, Building Units and Group Titles Act 1980

If you need help completing this form, please contact the Body Corporate Office on **07 5500 3333**.

Section 1 — Lot Details

Sanctuary Cove Lot Details.	Body Corporate
	Lot Number GTP/BUP Number Plan Number (if known)
	Lot Address SANCTUARY COVE, QLD 4212

Section 2 — Registered Owner and Address Details (if different from Lot Address)

Details of Lot Owner.	Full Name
	Address.....
	Suburb..... State Postcode

Section 3 — Representative Details

Details of Representative.	Full Name/Organisation.....
This is the address of the Representative appointed by the Lot Owner.	Address.....
	Suburb..... State Postcode
	Email@.....
	NOTE: <i>If more than one person has authority, please complete a separate Form 5 for each person.</i>

Section 4 — Representative Authority

Details of Authority of Representative.	Type of Authority:
This is the level of authority provided to the Representative by the Lot Owner. NOTE: This does not include representation at body corporate meetings. Please complete a Proxy Form. <i>Please 'tick' the Type of Authority you wish to give to the Representative.</i>	A. Body Corporate Roll Change: <input type="checkbox"/> View: <input type="checkbox"/> see Form 8
	B. Contact Details Change: <input type="checkbox"/> View: <input type="checkbox"/> see Form 9
	C. Security Access Change: <input type="checkbox"/> Act on behalf: <input type="checkbox"/> View: <input type="checkbox"/>
	D. Building Applications Change: <input type="checkbox"/> Act on behalf: <input type="checkbox"/> View: <input type="checkbox"/> Various
	E. General Lot Information View: <input type="checkbox"/>
	F. Financial Information View: <input type="checkbox"/>
	G. Correspondence / Levies to be sent to Representative Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section 5 — Authority

Signed by Lot Owner.	I/we acknowledge that:
<i>Must be signed by ALL registered owners.</i>	1. I/We are the persons who have authority to complete this Notice to Represent for the Lot.
	Signature: Signature:
	Dated <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Dated <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section 6 — Contact

Please post to: **Sanctuary Cove Body Corporate Services, PO Box 15, SANCTUARY COVE QLD 4212** or scan and email to

DISCLAIMER – Please be advised that the information provided on this form will, upon submission to Sanctuary Cove Body Corporate Services, form part of the body corporate records as required by the Sanctuary Cove Resort Act 1985. Further, this information may be shared with other companies managed by Sanctuary Cove Community Services, namely Sanctuary Cove Security Services, upon request.