



F A C T S H E E T

Frequently Asked Questions- Search Requests

Section 40 Certificate

A Section 40 Certificate is the BUGTA equivalent to a BCCM Form 13 and includes the following:

- **Certificate** detailing Office Bearers information, insurance details, breakdown of Administration & Sinking Funds and general outstanding fees relating to the Lot.
- **Levy Statement** detailing any balance due.
- **Water Statement** detailing any balance due.
- **Water Usage Estimate** based off the settlement date provided on the Request Form.
- **Insurance Fact Sheet.**
- **By-Laws**, for both RBC & PBC.

Applicants must satisfy themselves that all levies and charges that apply to this Lot are accurate at the time of settlement. This includes charges for water levies, which may have been estimated.

Important Notes:

- Our office cannot provide verbal advice to Applicants concerning the outstanding amounts on levy and water accounts for properties within Sanctuary Cove, a Section 40 Certificate must be ordered and paid for to obtain this information.
- If you require updated figures for settlement, please note that we can only provide an updated Section 40 Certificate within 30 days of the original request date. If updated figures are required outside of this timeframe, a new certificate must be requested and paid for. To request an updated Section 40 Certificate, please email enquiries@scove.com.au.

Certificate of Currency

A Certificate of Currency provides evidence that the body corporate insurance policy is current and valid. It includes details such as the policy number, the type of insurance coverage, the policy period (start and end dates), the name of the insured party, and any special conditions or endorsements that may apply to the policy.

Record Search

A record search, also known as a Lot Search, is a process of obtaining information about a specific lot/property within a body corporate. This search is typically conducted by individuals or entities interested in purchasing or otherwise dealing with a property within a body corporate.



FACTSHEET

During a record search, relevant documents and records pertaining to the specific lot are reviewed. These documents can include:

- **Registered Plan** outlining the boundaries and dimensions of the lot within the overall body corporate.
- **By-laws** containing important information about the rules and regulations that apply to the lot.
- **Meeting Minutes** which are records of meetings held by the body corporate providing insight into any issues or decisions that may affect the lot.
- **Financial Statements/Budgets** outlining the financial status of the body corporate, including budgets, levies, and any outstanding fees or debts.
- **Insurance Details** containing information about the insurance coverage for the body corporate, including any specific coverage related to the lot in question.
- **Correspondence and Notices**, including any relevant correspondence or notices issued by the body corporate that may impact the lot.

By conducting a physical record search, individuals can gain a better understanding of the rights, responsibilities, and potential obligations associated with owning or dealing with a property within a body corporate. This information can be crucial for making informed decisions and ensuring compliance with relevant regulations and requirements.

If further clarification is required regarding the services provided on the Application Form, please do not hesitate to contact the Body Corporate office on (07) 5500 3333.

Important Notes:

- When submitting your Search Request form, please advise in your email the information you wish to obtain to allow our office adequate time to gather the necessary documentation.
- There are two ways to conduct a Record Search:
 1. Submit your Search Request form and schedule in a time with our office to attend and physically search through the requested documentation; or
 2. Submit your Search Request form along with a list of requested documentation and request they be provided to you via email.

Photocopy Charge

If an Applicant requires physical, printed copies of specific documents, a fee of \$0.70 per page is applicable.

Actual Water Meter Read

An Actual Water Meter Read is a physical reading of the water meter installed at a property to measure the amount of water consumed.

If you would like to order an Actual Water Meter Read, please do so by completing an *Actual Water Meter Read Request Form*.