



This form has been prepared to assist with access to records requested under the *Building Units and Group Titles Act 1980* (Qld). It is not mandatory to use this form. This form should be sent to the body corporate manager. If you require assistance completing this form, please contact Sanctuary Cove Body Corporate on 07 5500 3333.

Section 1 - Body Corporate Details

Details of the body corporate you are seeking information about.	Body Corporate		GTP / BUP	
	Address			

Section 2 - Applicant Details

Details of the person submitting this form. These will be used to provide you with copies or arrange an inspection.	Name			
	Address			
	Email Address		Phone	
	In relation to the body corporate named in section 1, I am;			
Sections 40 and 40AA of the Act provide the persons who are entitled to access body corporate records.	☐ the owner of lot ☐ the agent of the owner of lot			
	☐ the mortgagee of lot ☐ the agent of the mortgagee of lot			
	☐ the buyer of lot ☐ the agent of the buyer of lot			
	☐ another person, or the agent of another person, with a proper interest in the information sought. Details:			
				

Section 3 - Access Sought

What result/s are you seeking from this request?	I want to: ☐ obtain a body corporate certificate (BCCM Form 18) (see section 3a). ☐ purchase copies of body corporate records (see section 3b). ☐ inspect the body corporate records (see section 3c).
--	--

Section 3a - Body Corporate Certificate (Form 18) (if applicable)

Complete this section if you are requesting a body corporate certificate.	☐ Standard Body Corporate Certificate (within 5 business days)	\$86.95
	☐ Urgent Body Corporate Certificate (within 24 hours)	\$117.95
	☐ Updated Body Corporate Certificate*	\$73.90
*An updated certificate is only available within 3 months of the original request.	Please supply the requested document/s by:	
	☐ Email ☐ Post	

Section 3b - Copies of Body Corporate Records (if applicable)

Complete this section if you are requesting to receive a copy of a body corporate record.

- ☐ Details of committee members and/or body corporate manager: \$43.45
- ☐ Copies of the following body corporate records: \$0.75 (per page)
-
-

Please supply the requested document/s by:

- ☐ Email
- ☐ Post

Section 3c - Inspection of Records (if applicable)

Complete this section if you or your agent wish to inspect the body corporate records.

Sometimes records can be inspected remotely by electronic means. Otherwise, the inspection should take place in person at a reasonable time and place nominated by the body corporate.

- ☐ Inspection of body corporate records - Lot Owner \$22.10
- ☐ Inspection of body corporate records – Buyer of lot \$43.45

Inspection details:

☐ I will conduct the inspection myself and prefer to inspect the records:

☐ In person on:

Please contact me within 7 days to arrange the inspection.

OR

☐ I am appointing the following person (agent) to inspect the records on my behalf:

Agent's name:

Email address: Phone:

Please contact my agent within 7 days to arrange the inspection.

Section 4 - Payment Options

- ☐ The prescribed fee has been paid, and a copy of the receipt has been provided.
- ☐ I am willing and able to pay the prescribed fee. Please advise how to make payment.

Section 5 - Lodgment Options

- ☐ Email: enquiries@scove.com.au ☐ Post: PO Box 15, Sanctuary Cove, QLD, 4212
- ☐ Hand Delivery: Shop 1a, Building 1, Masthead Way, Sanctuary Cove, QLD 4212

Section 6 - Authority

Applicant Name:

Applicant Signature: Date: