

# Application/Statement

Strata Titles Act 1988 (Section 41)

Community Titles Act 1996 (Sections 11, 44, 51, 139)



From:

Phone  Fax  (insufficient details will cause delays).

To: The Secretary/Body Corporate Manager:

Address of Secretary/Manager:

\*Strata/\*Community Corporation No.  Incorporated

on behalf of the: \*owner / \*mortgagee / \*prospective purchaser / \*prospective mortgagee in regard to:

\*Unit/Lot No  in the above Corporation which is situated at:

Street:

Suburb:  State:  Postcode:

and owned by  (must be filled in for cross checking to ensure correct unit/lot)

**I/We request that you provide the following information within 5 business days after the making of the application as required by the Act:**

## PART 1 FINANCIAL DETAILS

1.1 Unit/Lot Entitlement  Total of all Unit/Lot Entitlements

1.2 (a) Maintenance Contributions

Amount Payable \$  per  paid to  /  /

(b) Levies Payable (Description, Amount, Due Date)

(1)

(2)

Contributions \$  Levies \$  Interest \$

As at  /  /  Total Arrears \$

N.B. Interest accrues daily at  % per annum

(c) Water charges to be paid by \*Corporation / Owner

1.3 Liabilities of the Corporation

(a) Current liabilities incurred by the Corporation to which the unit/lot holder must or is likely to be required to contribute: (excluding 1.2)

(1)  \$

(2)  \$

(b) Future liabilities resolved to be incurred by the Corporation to which the unit/lot holder must or is likely to be required to contribute: (excluding 1.2)

(1)  \$

(2)  \$

1.4 Assets of the Corporation

Name of Fund:

Where held:

(a) Sum standing to credit of fund \$

(b) Amount budgeted for known expenses \$  (see budget)

(c) Amount in Sinking Fund \$

Purpose

(d) Particulars of other assets: (common property improvements that do not appear on the strata plans)

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## PART 2 INSURANCE DETAILS

Insurer:

Property Cover \$  Expiry Date  /  /  Policy No

Public Liability \$  Expiry Date  /  /  Policy No

Other Cover (e.g. Voluntary Workers, Fidelity Guarantee, Machinery Breakdown, Flood)

(1)  \$  Expiry Date  /  /  Policy No

(2)  \$  Expiry Date  /  /  Policy No

(3)  \$  Expiry Date  /  /  Policy No

## PART 3 Please supply a copy of each of the following: (Applicant to delete if not required)

- 3.1 (a) Minutes of general meetings of the Corporation for the last two (2) years.  
(b) Minutes of management committee meetings of the Corporation for the last two (2) years.  
(c) Details of any "special resolution" or "unanimous resolution" affecting the unit/lot or common property passed during the last five (5) years (excluding those contained in (a) above)

Refer relevant minutes or summary sheet attached

- 3.2 Statement of Accounts of the Corporation last prepared.  
3.3 \*The Articles (for Strata) / The By-Laws (for Community Scheme)  
3.4 Certificate of Currency of Insurance.  
3.5 Insurance Policy(ies) currently in force by the Corporation.  
3.6 The Development Contract [Section 51] and Particulars of the owners obligations (Community Title).  
3.7 The Scheme Description [Section 11] (Community Title).

## PART 4 Please complete the following:

The Corporation's records are available for inspection at

on any working day between the hours of  am and  pm. Contact phone

(A fee of \$8.00 will be charged)

## PART 5 Fees Payable (which must accompany this application - delete any item that does not apply)

- 5.1
- |       |   |         |
|-------|---|---------|
| * (a) | For supplying Part 1                                    | \$40.00 |
| * (b) | For completing and supplying items 3.1 to 3.4 inclusive | \$40.00 |
| * (c) | For supplying item 3.5                                  | \$16.00 |
| * (d) | For supplying item 3.6 (Community Title only)           | \$25.00 |
| * (e) | For supplying item 3.7 (Community Title only)           | \$25.00 |

Total fees payable on this application \$

(plus GST if body corporate or manager collect GST)

5.2 Date of Application:  /  /  Signed for/on behalf of the Applicant \_\_\_\_\_

Date of Statement:  /  /  Signed for/on behalf of the Corporation \_\_\_\_\_

### Applicant - Please Note:-

1. This statement does not take into account any decisions or transactions of the Corporation at or subsequent to the issue thereof.
2. Applicants are invited to check the current status prior to settlement.
3. Please advise the Corporation the name and address of the new owner when settlement has been effected.
4. For Strata Title, this Application can also be made to any member of the Management Committee.
5. REISA recommends that a copy of the current policies of insurance taken out by the Strata Corporation is requested (refer 3.5)
6. Community By-laws (3.3), plans of division and development contract (3.6) are also available from the Registrar-General.