

Body corporate information certificate

Body Corporate and Community Management Act 1997

This form is effective from 28 February 2012

If you need help completing this form, please visit www.justice.qld.gov.au or contact the BCCM Office on free call **1800 060 119**.

NOTES: THIS FORM IS FOR PROVIDING PARTICULAR INFORMATION ABOUT A LOT INCLUDED IN A SCHEME FOR WHICH ANY OF THE FOLLOWING REGULATIONS APPLY:

- *Body Corporate and Community Management (Standard Module) Regulation 2008*
- *Body Corporate and Community Management (Accommodation Module) Regulation 2008*
- *Body Corporate and Community Management (Commercial Module) Regulation 2008*
- *Body Corporate and Community Management (Small Schemes Module) Regulation 2008*

For a scheme regulated under the *Body Corporate and Community Management (Specified Two-Lot Schemes Module) Regulation 2011*, refer to BCCM Form 26 – Body Corporate Information Certificate (Specified Two-Lot Scheme).

Part A

This certificate sets out the amounts payable to the body corporate in the body corporate's current financial year, including any amounts due but unpaid, in respect of the following lot:

Name of scheme CMS number

Lot number Plan number

Section 205(5) of the Act provides that the person obtaining this certificate may rely on it against the body corporate as conclusive evidence of the matters stated, except for errors reasonably apparent. The legislation provides that a new owner becomes jointly and severally liable for any contribution, instalment, penalty or other amount payable to the body corporate that is due but unpaid when they become the owner.

Section 1—Annual contributions

Provide details of all annual contributions including the periods each instalment covers, the due dates and any discounts.

Provide details of the percentage of any penalty applying to overdue contributions.

Note:

If there is insufficient space please attach separate sheets.

Description of amounts payable by owner to the Administrative Fund

Period	Amount	Due date	Date paid	Discount	If paid by	Date of notice

Monthly penalty on overdue contributions%

Total annual contributions	\$	Number of instalments/year		Total amount overdue	\$
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Description of amounts payable by owner to the Sinking Fund

Period	Amount	Due date	Date paid	Discount	If paid by	Date of notice

Monthly penalty on overdue contributions%

Total annual contributions	\$	Number of instalments/year		Total amount overdue	\$
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Section 2—Special contributions

Provide details of any special contributions including any percentage of any penalty applying to overdue contributions.

Note:

If there is insufficient space please attach separate sheets.

Administrative Fund

Purpose	Amount	Due date	Date paid	Discount	If paid by	Date of notice
Monthly penalty on overdue contributions: %				Amount	\$	

Sinking Fund

Purpose	Amount	Due date	Date paid	Discount	If paid by	Date of notice
Monthly penalty on overdue contributions: %				Amount	\$	

Section 3—Other amounts payable to the body corporate

Purpose	Fund	Amount	Due date	Amount

Section 4—Summary of amounts due but unpaid

Annual contributions	\$
Special contributions	\$
Other payments	\$
Penalties	\$
Total amount overdue	\$

Part B

Note: Alternatively, a copy of the 'Register of Assets' may be attached to, and form part of, this certificate.

Note: Alternatively, a copy of the 'Register of Authorisations affecting the Common Property' showing entries for this lot highlighted, may be attached to, and form part of, this certificate.

Regulation Module applying to this scheme:

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List all body corporate assets required to be recorded by the body corporate:

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Give details of any improvements effected to the common property which are for the benefit of the lot and which the owner must maintain, including the authorisation of the body corporate:

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This notice is signed and given under the authority of the Body Corporate.

Name

Signature

Name

Signature

(affix common seal).

Dated: / /