

Information for body corporate roll

Body Corporate and Community Management Act 1997

This form is effective from 1 June 2010

Section 1—To the Secretary

Name.....

Address.....

Suburb State Postcode

Include the details in this notice in the roll of the body corporate in respect of:

Name of scheme

CTS/CMS number

Lot number Plan number

Section 2—Registered owner

The following person has by transfer, transmission or in another way, become entitled to be the registered owner of the lot.

Full name.....

Residential/business address.....

Suburb State Postcode

Address for service of notices (if different to above).....

Suburb State Postcode

Brief details about the way the person became the owner of the lot.....

.....
.....
.....

Signature of owner (or agent)

Date of acquisition: / /
D D M M Y Y Y Y

Name of agent

Dated: / /
D D M M Y Y Y Y

Section 5—Letting or lease agent

The following person is appointed by the owner to let or lease the lot.

Full name of agent

Residential/business address

Suburb State Postcode

Address for service of notices (if different to above).....

Suburb State Postcode

The appointment of the following person to let or lease the lot is terminated.

Full name agent

Date of termination: / /
D D M M Y Y Y Y

Signature of owner Dated: / /
D D M M Y Y Y Y

Name of owner.....

Section 6—Nominee of a corporation

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leasebreak arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above.

Full name of nominee

Residential/business address

Suburb State Postcode

Address for service of notices (if different to above).....

Suburb State Postcode

Full name of alternative nominee (if any)

Residential/business address

Suburb State Postcode

Address for service of notices (if different to above).....

Suburb State Postcode

Authorisation is given in accordance with the regulation module applying to the scheme.

Signature of authorised person/s:

Signature..... Dated: / /
D D M M Y Y Y Y

Name of person signing.....

Signature..... Dated: / /
D D M M Y Y Y Y

Name of person signing.....

Section 7—Mortgagee in possession

The following mortgagee (please tick one)

has taken steps to enforce a mortgage

in possession has decided not to enforce the mortgage

over the lot or an interest in the lot.

Full name of mortgagee.....

Residential/business address.....

Suburb..... State Postcode

Address for service of notices (if different to above).....

Suburb..... State Postcode

Date steps/decision were taken: / /
D D M M Y Y Y Y

Signature of mortgagee..... Dated: / /
D D M M Y Y Y Y

Section 8—Power of Attorney

The following person has been appointed under a power of attorney by the registered owner of the lot (or other person taking precedence over the owner under this Act) which confers on the person the rights and duties of the owner under the Act.

A certified copy of the instrument is attached.

Full name of attorney.....

Residential/business address.....

Suburb..... State Postcode

Address for service of notices (if different to above).....

Suburb..... State Postcode

Date of appointment: / /
D D M M Y Y Y Y

Signature of attorney..... Dated: / /
D D M M Y Y Y Y