



Requiring information from a body corporate

Body Corporate and Community Management Act 1997

This form is effective from 1 May 2024

This form has been developed to assist with access to records requests under the *Body Corporate and Community Management Act 1997* (the Act). It is not mandatory to use this form. A person requesting access should send this form to their body corporate committee, secretary, or manager. **This form should not be sent to the BCCM office.**

Section 1 – Body corporate details

Details of the body corporate that you are seeking information about.

The body corporate for CTS

Physical address of scheme:

Suburb: State: QLD Postcode:

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:

Postal address:

Suburb: State: Postcode:

Email address: Phone:

If you are making this request on behalf of another person, provide your own details here.

In relation to the body corporate named in section 1, I am:

- 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:

involved with another body corporate in the same layered scheme (an *associated body corporate*). The associated body corporate is:

..... CTS and I am:

- the owner of lot the occupier of lot
- making this request on behalf of the body corporate. The details of my authority to do so are attached.

AND this request:

- is is in relation to a by-law dispute.
- is not in relation to a by-law dispute.

A layered scheme is a grouping of community titles schemes, where one body corporate sits within the umbrella of another body corporate. You can read more about layered schemes at: www.qld.gov.au/law/housing-and-neighbours/body-corporate/legislation-and-bccm/layered-schemes.

Section 3 – Access sought

What result/s are you seeking from this request?

I want to:

- obtain an information certificate (BCCM Form 13) (see section 3a).
- purchase copies of body corporate records (see section 3a).
- inspect the body corporate records (see section 3b).

Section 3a – Information certificate and/or copies of records (if applicable)

Complete this section if you are requesting:

- an information certificate. This is a usually requested during the sale and purchase of a lot.

AND/OR

- to receive a copy of a body corporate record.

I am requesting:

- a body corporate information certificate (BCCM Form 13) for lot to be provided within:
 - 7 days
 - 24 hours*.

AND/OR

- copies of the following body corporate record/s:

Please supply the requested document/s by:

- email
 - post
 - fax* (for certificate only) to:
- or
- if the body corporate agrees, in this way:

Regarding payment:

- The prescribed fee is enclosed.
 - The prescribed fee has been paid.
- Details:
- I am willing and able to pay the prescribed fee. Please advise how to make payment.

**additional fees apply.*

Section 3b – Inspection of records (if applicable)

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

Records may be inspected in a way that you and the body corporate agree.

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.

See *sections 205(2) and 205AA(2)* of the Act.

I am requesting to inspect the body corporate records.

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

in person at _____ on _____
or

if the body corporate agrees, in this way:

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.

Regarding payment:

The prescribed fee is enclosed.

The prescribed fee has been paid.

Details:

I am willing and able to pay the prescribed fee. Please advise how to make payment.

The body corporate must allow access to its records within 7 days of receiving a written request from an entitled person **and** payment of the fee—unless the record contains defamatory material or is legally professionally privileged.

You can read more about:

- accessing body corporate records at: www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/access-records
- prescribed fees at: www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/fees-for-access.