



Building Improvement Request From

Please complete this application (three pages) to assist in prompt consideration of your request.

Until the application has been completed in FULL, returned, and all monies by non registered owners have been received we cannot process your request

Please ensure that you have reviewed the terms and conditions of this application before signing.

Please NOTE: *The outcome of this application is subject to the Body Corporate By-Laws and a decision of the Body Corporate Committee*

A charge of \$65.00 (incl. GST) per application is applicable to all non registered owners (e.g. tenant / prospective buyer). This money is payable prior to returning the application

BUILDING NAME LOT NUMBER

BUILDING ADDRESS

YOUR NAME(Owner/Agent/Prospective Buyer/Tenant)

Payment Options (only applicable if you are not a registered owner):

Cheque (made payable to the Stratamatt Pty Ltd)

Cash (paid in person at our office 678 Ipswich Road, Annerley Q 4103)

Direct Deposit – NAB / BSB 084 100 / Account 92 001 6232 (reference please use building name and lot number)

YOUR ADDRESS

SUBURB.....STATE P/CODE

PHONE **(required)** ()MOBILE **(required)**

EMAIL **(required)**.....@.....

Location of Improvement

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

Details of Improvement:

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

Plans enclosed? Yes / No

Are any other Units affected? Yes / No
(if yes please specify)

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

SIGNED: DATED:.....

OFFICE USE ONLY

Date Received/...../20

Application Acknowledged/...../20

By-Laws Checked/...../20

Issued to the Committee/...../20 via **Flying Min** **CMTEE Mtg** **General Mtg** Approval Granted Yes / No Filed...../...../20 Staff I.D



Building Improvement Request

Please draw a sketch to highlight the affected area of the building / common property, to accompany your request.

APPLICANT'S NAME:

LOT NUMBER:.....

Initial: