



INFORMATION CERTIFICATE REQUEST

Process for obtaining an information certificate

- Attach proof of payment when submitting this form if paying by bank transfer.
- Do not send cash in the post. We only accept cash in person at our Brisbane office.
- The requested document will be issued within your selected timeframe, upon receipt of payment.

Property details

Name of owner			
Property address		Lot number	
Body corporate name (building name)		CTS number	
Estimated settlement date			

Applicant details

Phone			
Email			
Postal address			
Your reference number			

How would you like to receive your certificate?

- Email Post (standard mail delivery times apply) Fax

Charges for an information certificate, please choose one (prices include GST)

- \$67.93 issued within five (5) working days
 \$93.45 issued by 5pm the following working day

If certificate of currency (insurance) is required, please also tick the box below.

- \$22.00 additional if certificate of currency required

Applicant details

- Owner Agent (agent name if applicable)

Phone		Email	
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Acknowledgement

- I am the owner of the abovementioned lot in the community titles scheme, or I am the owner's agent acting with the express consent of the owner of the lot.

SIGNED _____ DATE _____

NAME _____

Please indicate payment method

- CHEQUE** Payable to Capitol Body Corporate Administration
- CASH** No change is provided; please ensure you have the correct amount.
- BANK DEPOSIT** Account name Capitol Body Corporate Administration
 BSB 184-446
 Account number 223 771 528

CREDIT CARD*

- MASTERCARD VISA

Card number _____

Name on card _____

Date of expiry ____ / ____ CVV _____ (3 digit code on back of card)

**When paying by credit card additional charges of 1.8% of the transaction value and \$2.50 will be incurred. We only accept MasterCard and Visa.*