

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 §33.45 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 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 GXB BANK DEPOSTI Account number Capitol Body Corporate Administration					
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BSB 184-446 Account number 223 771 528	CASH	No change is provided; please ensure you have the correct amount.			
CREDIT CARD* MASTERCARD VISA	BANK DEPOSIT	BSB	184-446		
	CREDIT CARD*	MASTERCARD	VISA		
Card number	Card number				
Name on card	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.	Date of expiry	/	CVV	(3 diait code on back of card)	

Return this form to Capitol's Brisbane office | PO Box 326, Alderley Qld 4051 | section106@capitolbca.com.au