



# COMPLETED IMPROVEMENT NOTIFICATION

<b>Purpose of this form</b> <ul style="list-style-type: none"><li>The owner of the lot is required to notify the body corporate of any improvements made to the lot (excluding contents) that improves the quality of fixtures and fittings, as soon as practicable after the improvement work is substantially completed.</li></ul>			
<b>Property details</b>			
<b>Name of owner</b>			
<b>Property address</b>		<b>Lot number</b>	
<b>Body corporate name (building name)</b>		<b>CTS number</b>	
<b>Describe the improvement/refurbishment in detail</b>			
(e.g. renovated kitchen in existing footprint with 2-pac cabinetry, marble benchtops, glass splashback)			
Installed value of improvements		\$	
Please attach copy of any relevant invoices. Insurers may request proof of costs in the event of a claim. [browse file]			
Date of completion			
<b>Applicant details</b>			
<input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Agent</b> (agent name if applicable)			
<b>Phone</b>			
<b>Email</b>			

### 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 \_\_\_\_\_