

Process for obtaining information for a disclosure statement

- 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	
Building name		CTS number	

Applicant details

Phone			
Email			
Postal address			

How would you like to receive your certificate?

- Email
 Post (standard mail delivery times apply)
 Fax

Charges for information for disclosure statement, please choose one (prices include GST)

- \$130.00 issued within five (5) working days
 \$175.00 issued by 5pm the following working day

If a community management statement (CMS) is required, please also tick the box below.

- \$55.00 additional cost for CMS to be issued with disclosure statement

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.