

## 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)

- \$71.89 issued within five (5) working days  
 \$98.89 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 an interested person under s205 of the Body Corporate and Community Management Act 1997, or I am an authorised agent of either of the parties acting with their express consent.

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.*