DISCLOSURE STATEMENT REQUEST

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**	

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 Strata Management (Holdings) Pty Ltd

☐ **CASH** No change is provided; please ensure you have the correct amount

☐ **BANK DEPOSIT**

Account name	Capitol Strata Management (Holdings) Pty Ltd
BSB	184-446
Account number	3044 93026

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.*