



AIR CONDITIONING REQUEST

Process for obtaining committee approval

- Prior to lodging your application we recommend that you review the body corporate by-laws so that you can address any conditions included in the by-laws.
- Your request will be submitted to the body corporate committee for consideration.
- The committee may provide approval subject to conditions.
- Should you wish for this request to be considered outside of a committee meeting there will be a fee payable by the owner
 - A quotation will be provided to you within two days of receipt of this request
 - Upon acceptance of the quote, please allow up to 21 days for a response from the committee

Property details

Name of owner			
Property address		Lot number	
Body corporate name (building name)		CTS number	

Please provide details of the air conditioner installation, addressing the following points

Location of condenser unit and piping	Drainage plan (how will the air conditioner be drained)
Size (if known)	Compliance with Council regulations (e.g. sound restrictions; screening)

Please obtain an installation quotation from a qualified professional and provide this with your application form.

Applicant details

<input type="checkbox"/> Owner <input type="checkbox"/> 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.
- Once the quotation is approved, the body corporate will issue an invoice to the owner, regardless of the outcome/decision of the committee.

SIGNED _____ DATE _____

NAME _____