

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)

- ☐ \$209.00 issued within five (5) working days
☐ \$231.00 requests must be received by 4pm in order for them to be issued by 5pm the following business day
☐ *If a community management statement (CMS) is required, please also tick the box below.*
☐ \$76.00 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 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.*