



REIMBURSEMENT REQUEST

Property details			
Name of owner			
Property address		Lot number	
Body corporate name (building name)		CTS number	
Reimbursements details			
What is the reimbursement for?			
Amount to be reimbursed	\$		
Bank account name			
BSB			
Account number			
Supporting documents			
<input type="checkbox"/> Tax invoice <input type="checkbox"/> Other proof of payment			
Your contact details			
Phone			
Email			

SIGNED _____ DATE _____

NAME _____

- By ticking this box, I consent to the information provided being used by Capitol / Bright & Duggan Property Group to complete the verification process.

Please note that a form submitted without supporting documentation such as either a tax receipt, minutes of meeting approving the reimbursement, or written approval of a committee member, excluding the person making the claim (email is sufficient) or by signature of a committee member to this form (\$500 limit on approval of committee members excluding supporting documentation) will be automatically rejected.

To ensure the security of your information, we will initiate a verification process by verbally confirming your bank account details. This process involves one of our team members contacting you by telephone following the lodgment of the form. The payment of your reimbursement can take up to 14 days, following bank verification and committee approval if required. We thank you for your understanding and patience whilst it is processed.