

INFORMATION FOR BODY CORPORATE ROLL

TO:

You are required to include the following information in the roll of the body corporate in respect of -

Name of Scheme CTS No.
.....

Lot No. Plan No.

REGISTERED OWNER

The following person has by transfer, transmission or in another way, become entitled to be the registered owner of the lot and the details for entry in the roll are-

Full name of owner

Residential address

(or business address if a corporate owner)

Address for service of notices

Whether acquired by transfer, transmission

or another means

Date of acquisition

Signature of owner (or agent).....

Name of agent

Date

REPRESENTATIVE OF OWNER

The following person is a "representative" of the owner under this Act. Attached is a certified copy of the instrument giving representative capacity, or other documentation evidencing the claimed capacity. Details for entry in the roll are-

Full name of representative
Residential address
(or business address if a corporate representative)
Address for service of notices
Representative capacity (eg guardian, trustee).....
Brief description of instrument
or documentation attached
Date of appointment as representative
Signature of representative
Date

NOMINEE OF A CORPORATION

The following individual is the nominee of a corporate owner, corporate mortgagee in possession, corporate lessee under a leaseback arrangement or a corporate representative, being corporations entitled to be entered on the body corporate roll as provided for above. Details for entry in the roll are-

Full name of nominee
Residential address
Address for service of notices
Date of appointment
Signature of nominee

Full name of alternative nominee (if any)
Residential address
Address for service of notices
Date of appointment
Signature of alternative nominee

Seal of the corporation-

Signatures of authorised persons-

Seal

(1) Signature

Name of person signing

Date

(2) Signature.....

Name of person signing

Date

Form: BCCM 8 Version 1

Body Corporate and Community Management Act 1997

POWER OF ATTORNEY

The following person has been appointed under a power of attorney by the registered owner(s) of the lot (or other person taking precedence over the owner under this Act) which confers on the person the rights and duties of the owner under the Act. A certified copy of the instrument is attached and the details for entry in the roll are-

Full name of attorney

Residential address

(or business address if a corporate attorney)

Address for service of notices

Date appointed

Signature of attorney

Date

MORTGAGEE IN POSSESSION

1. The following mortgagee has taken steps to enforce a mortgage over the lot or an interest in the lot and the details for entry in the roll are-

Full name of mortgagee

Residential address

(or business address if a corporate mortgagee)

Address for service of notices

Steps taken to enforce the mortgage

(attach supporting documentation)

Date steps taken

Signature of mortgagee

Date

2. The following mortgagee in possession has decided not to enforce the mortgage over the lot or its interest in the lot, and accordingly gives notice -

Full name of mortgagee

Residential address

(or business address if a corporate mortgagee)

Address for service of notices

Date decision taken

Signature of mortgagee

Date

LEASES FOR 6 MONTHS OR MORE

1. The owner has granted a lease, or a lessee from the owner has granted a sub-lease, to the following person over the lot and the details for entry in the roll are-

Full name of *lessee/sub-lessee

Residential address
(or business address if a corporation)

Address for service of notices

Date and term of *lease/sub-lease

Signature of owner

Name of owner

Date

2. The following lease or sub-lease over the whole or part of the lot, has been terminated or assigned and the details for entry in the roll are-

Full name of *lessee/sub-lessee

Residential address
(or business address if a corporation)

Date and term of *lease/sub-lease

Date of *termination/assignment

If assigned, full name of assignee.....

Residential address
(or business address if a corporation)

Address for service of notices

Signature of owner

Name of owner

Date

NOTE:

* Delete alternative not applicable.

LETTING OR LEASING AGENT

1. The following person has been appointed by the owner (or other person taking precedence over the owner under this Act) to let or lease the lot, and the details for entry in the roll are-

Full name of agent
Residential address
(or business address if a corporate letting agent)
Address for service
Date appointed

Signature of owner
(or person taking precedence)
Name of person signing
Date

2. The appointment of the following person to let or lease the lot has been terminated and details for entry in the roll are -

Full name of agent
Residential address
(or business address if a corporate letting agent)
Date agency terminated

Signature of owner
(or person taking precedence)
Name of person signing
Date