



**Information for body corporate roll**

*Body Corporate and Community Management Act 1997*

This form is effective from 1 March 2021

**Section 1—To the Secretary**

Name .....

Address .....

Suburb ..... State  Postcode

Include the details in this notice in the roll of the body corporate in respect of:

Name of scheme .....

CTS/CMS number .....

Lot number ..... Plan number .....

**Section 2—Registered owner**

The following person has  
by transfer, transmission  
or in another way, become  
entitled to be the registered  
owner of the lot.

Full name .....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above) .....

Suburb ..... State  Postcode

Email .....

Brief details about the way the person became the owner of the lot .....

.....

.....

.....

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

Date of acquisition:  /  /   
D D M M Y Y Y Y

Name of agent .....

Dated:  /  /   
D D M M Y Y Y Y

### Section 3—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.

Full name.....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Email .....

Brief description of instrument or documentation attached .  
.....

Date of appointment as representative:  /  /   
D D M M Y Y Y Y

Signature of representative ..... Dated:  /  /   
D D M M Y Y Y Y

### Section 4—Leases for six months or more

The owner has granted a lease, or a lessee from the owner has granted a sub-lease, to the following person over the lot.

Full name of lessee/sub-lessee.....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Email .....

The following lease or sub-lessee over the whole or part of the lot, has been terminated or transferred.

Full name of lessee/sub-lessee.....

Date and term lease/sub-lease:  /  /   
D D M M Y Y Y Y

Date of termination:  /  /   
D D M M Y Y Y Y

If transferred, full name of transferee .....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Signature of owner ..... Dated:  /  /   
D D M M Y Y Y Y

Email .....

Date of term of sub-lease:  /  /   
D D M M Y Y Y Y

Name of owner.....

## Section 5—Letting or lease agent

The following person is appointed by the owner to let or lease the lot.

Full name of agent .....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Email .....

The appointment of the following person to let or lease the lot is terminated.

Full name agent .....

Date of termination:  /  /   
D D M M Y Y Y Y

Signature of owner ..... Dated:  /  /   
D D M M Y Y Y Y

Name of owner .....

## Section 6—Nominee of a corporation

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

Full name of nominee .....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Email .....

Full name of alternative nominee (if any) .....

Residential/business address .....

Suburb ..... State  Postcode

Address for service of notices (if different to above).....

Suburb ..... State  Postcode

Email .....

Authorisation is given in accordance with the regulation module applying to the scheme.

Signature of authorised person/s:

Signature ..... Dated:  /  /   
D D M M Y Y Y Y

Name of person signing.....

Signature ..... Dated:  /  /   
D D M M Y Y Y Y

Name of person signing.....

## Section 7—Mortgagee in possession

The following mortgagee (please tick one)

has taken steps to enforce a mortgage

in possession has decided not to enforce the mortgage

over the lot or an interest in the lot.

Full name of mortgagee . . . . .

Residential/business address . . . . .

Suburb . . . . . State  Postcode

Address for service of notices (if different to above) . . . . .

Suburb . . . . . State  Postcode

Email . . . . .

Date steps/decision were taken:  /  /   
D D M M Y Y Y Y

Signature of mortgagee . . . . . Dated:  /  /   
D D M M Y Y Y Y

## Section 8—Power of Attorney

The following person has been appointed under a power of attorney by the registered owner 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.

Full name of attorney . . . . .

Residential/business address . . . . .

Suburb . . . . . State  Postcode

Address for service of notices (if different to above) . . . . .

Suburb . . . . . State  Postcode

Email . . . . .

Date of appointment:  /  /   
D D M M Y Y Y Y

Signature of attorney . . . . . Dated:  /  /   
D D M M Y Y Y Y