



### Building Improvement Request Form

*Please complete this application (three pages) to assist in prompt consideration of your request.*

*Until the application has been completed in FULL, returned, and all monies by non registered owners have been received we cannot process your request*

*Please ensure that you have reviewed the terms and conditions of this application before signing.*

**Please NOTE:** *The outcome of this application is subject to the Body Corporate By-Laws and a decision of the Body Corporate Committee*

*A charge of \$65.00 (incl. GST) per application is applicable to all non registered owners (e.g. tenant / prospective buyer). This money is payable prior to returning the application*

BUILDING NAME ..... LOT NUMBER .....

BUILDING ADDRESS .....

YOUR NAME .....(Owner/Agent/Prospective Buyer/Tenant)

**Payment Options (only applicable if you are not a registered owner):**

**Cheque (made payable to the Stratamatt Pty Ltd)**

**Cash (paid in person at our office 678 Ipswich Road, Annerley Q 4103)**

**Direct Deposit – NAB / BSB 084 100 / Account 92 001 6232 (reference please use building name and lot number)**

YOUR ADDRESS .....

SUBURB.....STATE ..... P/CODE .....

PHONE **(required)** ( ) .....MOBILE **(required)** .....

EMAIL **(required)**.....@.....

**Location of Improvement**

.....  
.....  
.....  
.....

**Details of Improvement:**

.....  
.....  
.....  
.....

Plans enclosed? Yes / No

Are any other Units affected? Yes / No  
(if yes please specify)

.....  
.....  
.....

SIGNED: ..... DATED:.....

**OFFICE USE ONLY**

Date Received ...../...../20

Application Acknowledged ...../...../20

By-Laws Checked ...../...../20

Issued to the Committee ...../...../20 via **Flying Min**  **CMTEE Mtg**  **General Mtg**  Approval Granted Yes / No Filed...../...../20 Staff I.D .....



## *Building Improvement Request*

*Please draw a sketch to highlight the affected area of the building / common property, to accompany your request.*

Large empty rectangular box for drawing a sketch.

*APPLICANT'S NAME:* .....

*LOT NUMBER:*.....

*Initial:* .....