



## Application to Install an Air Conditioner

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

Until the application has been completed in FULL and returned to our office, 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.

### Property Details -

Building name .....  
CTS Number ..... Lot Number .....  
Property Address .....  
Suburb ..... State ..... Post Code .....

### Applicant Details -

Your Status

Owner      Agent on behalf of tenants

Agent on behalf of prospective buyers - Settlement Date .....

Your Name .....

Email (required).....

Phone ..... Mobile(required) .....

### Details & Specifications

Brand of Air Conditioner .....

Model .....

Motor Size.....

Location of the Condenser(s) & Specifications

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

**Please attach a photograph or draw a diagram of the proposed location of the outdoor condenser unit, on a separate page, or use the space provided on page 2 of this form.**

SIGNED ..... DATE .....

#### OFFICE USE ONLY

Date received ..... Application Acknowledged ..... By-Laws Checked .....

Forward to the Committee ..... Flying Minutes      Committee Meeting      General Meeting

Approval Granted:      YES      NO      Resolution Date ..... Filed Date ..... Staff ID .....



## ***Application to Install an Air Conditioner***

Please attach a photograph or draw a diagram of the proposed location of the outdoor condenser unit.

Initial .....



## Terms and Conditions of Requests to Install Air -Conditioning

1. The Applicant understands and acknowledges that all repairs and maintenance to the air conditioner and associated fittings will be the sole responsibility of the owner of the said lot (as identified in the application).
2. Any damage whatsoever that may occur to the common property or any surrounding lot due to the installation of the air conditioning unit will be the sole responsibility of the Lot Owner to rectify within seven (7) days.
3. The Applicant acknowledges that the air-conditioning unit will comply with all noise regulations as set by Local Government. Should a breach of the noise by-laws occur, the Applicant acknowledges that they may be requested to remove the air conditioning unit immediately at the Applicants cost. The Applicant agrees to adhere to any request by the Body Corporate in regards to noise.
4. The Applicant is aware that the Body Corporate Insurance DOES NOT cover the air conditioning unit and that they will be responsible for their own additional Insurance for the unit.
5. The Applicant agrees that all external piping, conduit etc..., will be colour coded to that of the entire building and as such may need to seek advice from the Committee of the Body Corporate in this regard.
6. The Applicant agrees and acknowledges that the overflow pipe from the condenser must be plumbed into the stormwater.

FULL NAME: .....

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

***Please return your completed form with attached pictures/ diagram to our office:***

***Email: bodycorp@matthewsrealestate.com.au***

***Fax: 07 3848 0172***

***Post: PO Box 171, Annerley QLD 4103***

***In person: 678 Ipswich Road, Annerley QLD 4103 (cnr Cracknell Road)***

***Thank you!***