

LETTER OF AUTHORITY TO BODY CORPORATE TO INSPECT RECORDS

SECTION 1 To the Secretary: <small>(Name & address of Body Corporate Manager)</small>	
Name of Scheme:	
CMS/CTS No:	
Lot No:	
Address:	

SECTION 2 Applicant's Particulars: <small>(Name & address of Vendors)</small>	
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AUTHORITY

Applicant's status to inspect Body Corporate records and to obtain copies of records:- <input checked="" type="checkbox"/> The owner of abovementioned Lot <input type="checkbox"/> The Mortgagee of abovementioned Lot <input type="checkbox"/> The Buyer of abovementioned Lot <input type="checkbox"/> Another person with a proper interest in the information sought. The claimed interest is:
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SECTION 3 - Applicant's Agent	I/we appoint the following Company to act as my Agent in conducting a search and taking copies of the records of the Body Corporate.
Agents Name:	SEARCH ASSIST QLD
Agent's Address:	PO Box 10623 Adelaide Street Post Shop BRISBANE QLD 4000 Email: searches@searchassist.com.au

SECTION 4 -	I/we Request to inspect the body corporate records and take copies of documents as needed under Section 205 (2)(1) of the Act. My/our Agent will contact you to make a suitable time for inspection and to pay your prescribed fee.
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Name	Signature	Dated
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NOTE: Section 205 (2) of the Act requires a Body Corporate to make its record available, or to supply a copy of a record, within 7 days of receiving a written request accompanied by the fee prescribed under the regulation module applying to the scheme. A penalty may be incurred if the body corporate fails to comply with Section 205(2) of the Act.
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