



Request to Inspect Register/Records

Owners Corporations Act 2006 Sections 146 and 150, Owners Corporations Regulations 2018 and Owners Corporation Rules

Minimum 48hr notice required – Between the hours of 9am – 12pm & 2pm – 5pm Monday to Friday excluding Gazetted Public holidays. Requests outside of these times can be arranged for a fee.

Time In	Time Out	Date
: am/pm	: am/pm	/ /

To: The Owners Corporation

Name and Plan Number of Owners Corporation

Address of Property

Lot

Under Section 146 & 150 of the Owners Corporations Act 2006, I,

Full Name

I,

Address

of

Telephone number

Email address

require access to the:

Owners Corporation Register

or the

Records of the Owners Corporation

Under Section 146 & 150 of the Owners Corporations Act 2006, I am entitled to inspect the records as:

- Lot Owner (*Evidence required- drivers licence*) or Lot Owners representative (*Proxy*)
- Mortgagee or Mortgagee representative (*Evidence required – Letter of Authorisation*)
- Purchaser of a lot (*Evidence required – Signed Contract of Sale*) or Purchaser's Representative of a lot (*Evidence required – Letter of Authorisation*)

Purpose information being obtained is to be used for:

I hereby declare that the information obtained will only be used for the purpose as described above. The information that I receive will be protected from misuse, loss or unauthorised access, modification or disclosure. The information collected has been derived from many sources provided by others. The Owners Corporation will not warrant its accuracy.

Full Name Signature

Please note fees and charges associated with inspection are due and payable by the applicant of this form and are due and payable at the time of inspection.

Office Use Only

Evidence sighted

Drivers license and/or Proxy

Contract or Letter of Authority (LOA)

Contract of Sale or LOA

Fee Charges to OC

Refer Schedule 2.2 of Contract of Appointment - Fees & Services - additional services for agreed rates

Number of copies @ rate of _____

Room Hire & Supervision hrs @ rate of _____ Minimum 1 hour fee.