

REQUEST FOR DOCUMENTS

Please print, complete & submit via email or post

Your Details

First Name: Last Name:
Company:
Email Address: Contact Phone #:

Scheme Address Details

Strata/Community Plan Number:
Lot Number: Unit Number:
Building Address:

Document Details

Type of Document: Pool Certificate
 Fire Safety Certificate
 Window Safety Certificate
 Insurance Certificate
 By-Laws
 Management Statement

Other Type of Document:
(please specify)

Payment Method/Cost

Please note: there is a \$55 fee per document requested

Payment Methods

The document fee payment may be made by Cheque, Money Order, BPAY or in person at any Post Office. An invoice will be issued providing **BPAY** details upon receipt of your request. Payment in full is required prior to the requested document/s being released.

The document/s will be provided within 7 days of receipt of payment and will be issued to the email address provided on the request form. Alternatively, if you are a lot owner, you are able to obtain documents at no cost by logging onto your **MyCommunity** portal using your secure login details.