



PAYMENT EXTENSION APPLICATION FORM

BUILDING NAME		CTS NO.	
LOT NO.		UNIT NO.	
NAME		DATE	
EMAIL			
POSTAL ADDRESS			

DETAILS OF EXTENSION REQUEST

PAYMENT PLAN FIRST PAYMENT DATE	
CURRENT OUTSTANDING AMOUNT	
DUE DATE	
ARE YOU REQUESTING FOR ANY PENALTY INTEREST TO BE REMOVED ?	Y / N
ARE YOU REQUESTING THE DISCOUNT TO BE APPLIED ?	Y / N
PROPOSED PAYMENT INSTALMENT AMOUNT	
PROPOSED PAYMENT FREQUENCY	
(e.g. WEEKLY / FORTNIGHTLY)	
DATE OF FINAL PAYMENT	
(to clear current outstanding amount)	
REASON FOR EXTENSION	
If applicable please indicate if you are seeking the discount be applied or any overdue interest be waived.	

IMPORTANT MESSAGE: All requests for payment extensions are subject to the approval by the Body Corporate Committee, including interest and discount components of the debt. Please note that if the payment schedule as outlined above is not followed the Body Corporate will commence the debt recovery process and all costs associated will be on-charged to you.

I/we wish to confirm that I/we will comply with the above payment Schedule and that action may be taken for failure to adhere to this plan and/or clear the current outstanding amount by the date of final payment as indicated above.

Applicant's Signature:	Date:
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APPLICATION **MUST** BE SIGNED & DATED BY LOT OWNER

This Form May be Either:

1. Lodged in person at CTS Consulting, 555 Coronation Drive, Toowong QLD 4066
2. Mailed to us at CTS Consulting, PO BOX 1483, Milton QLD 4064
3. E-Mailed to CTS Consulting via info@ctsconsulting.com.au

For further application queries please contact the Accounts Department at CTS Consulting Pty Ltd on telephone (07) 3367 3559 or email accounts@ctsconsulting.com.au