



CTS CONSULTING
body corporate

LEGAL CERTIFICATES & SEARCH REQUEST FORM

BUILDING NAME			
CTS NO.		LOT NO.	
APPLICANT NAME			
APPLICANT ADDRESS			
APPLICANT PHONE NO.			

Please tick the required item below: PLEASE NOTE: *any requests made after 12:00pm on Friday will not be processed until the following business day.*

<input type="checkbox"/> BCCM Form 33	<input type="checkbox"/> \$84.10 for 5 day service	<input type="checkbox"/> \$114.10 for 24 hour service
<input type="checkbox"/> BCCM Form 34	<input type="checkbox"/> \$84.10 for 5 day service	<input type="checkbox"/> \$114.10 for 24 hour service
<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> \$35.00 for 7 day service	<input type="checkbox"/> \$45.00 for 24 hour service
<input type="checkbox"/> Pool Safety Certificate	<input type="checkbox"/> \$35.00 for 7 day service	<input type="checkbox"/> \$45.00 for 24 hour service
<input type="checkbox"/> Search of Body Corporate Records	Non-Owner <input type="checkbox"/> \$37.20 for 7 day service <input type="checkbox"/> \$55.00 for 24 hour service + pages printed 70c	Owner <input type="checkbox"/> \$19.35 for 7 day service <input type="checkbox"/> \$55.00 for 24 hour service + pages printed 70c

If you are a Lot Owner, Pool Safety Certificates and Insurance Certificates are available free of charge on the owners portal at www.stratamax.com.au

CTS Consulting hold Body Corporate records within its Office for the last 2 years, including meeting Minutes and attachments, correspondence and formal reports. Any other items outside the above list must be requested in writing and attached to this form and to be retrieved from archiving.

Please complete your **preferred** method of delivery and provide details below:

EMAIL	
POSTAL ADDRESS	

PAYMENT OPTIONS ELECTRONIC FUND TRANSFER

Bank: Macquarie Bank Limited (MBL)

Name: CTS Management Pty Ltd

BSB: 184 446

Account No: 301 911 996

Please use the above bank details for EFT. *Requests will not be processed without proof of payment.*