

**Requiring information from a body corporate***Body Corporate and Community Management Act 1997, sections 205 and 205AAB***This form is effective from 1 July 2025**

This form has been developed to assist with access to records requests under the *Body Corporate and Community Management Act 1997* (the Act). It is not mandatory to use this form. A person requesting access should send this form to their body corporate committee, secretary, or manager. **This form should not be sent to the BCCM office.**

**Section 1 – Body corporate details**

Details of the body corporate that you are seeking information about.

The body corporate for ..... CTS .....

Physical address of scheme: .....

Suburb: ..... State: **QLD** ..... Postcode: .....**Section 2 – Applicant details**

Details of the person submitting this form. These will be used to provide you with copies or arrange an inspection.

If you are making this request on behalf of another person, provide your own details here.

If you are making this request on behalf of a body corporate, provide your own details here and attach evidence of your authority to submit this request (such as meeting minutes).

*Sections 205 and 205AAB of the Act provide the persons who are entitled to access body corporate records.*

Name: .....

Postal address: .....

Suburb: ..... State: ..... Postcode: .....

Email address: ..... Phone: .....

In relation to the body corporate named in section 1, I am:

- ☐ the owner of lot .....      ☐ the agent of the owner of lot .....  
☐ the mortgagee of lot .....      ☐ the agent of the mortgagee of lot .....  
☐ the buyer of lot .....      ☐ the agent of the buyer of lot .....  
☐ another person, or the agent of another person, with a proper interest in the information sought. Details:

involved with another body corporate in the same layered scheme (an *associated body corporate*). The associated body corporate is:

..... CTS ..... and I am:

- ☐ the owner of lot .....      ☐ the occupier of lot .....  
☐ making this request on behalf of the body corporate. The details of my authority to do so are attached.

AND this request:

- ☐ is in relation to a by-law dispute.  
☐ is not in relation to a by-law dispute.

A layered scheme is a grouping of community titles schemes, where one body corporate sits within the umbrella of another body corporate. You can read more about layered schemes at:  
[www.qld.gov.au/law/housing-and-neighbours/body-corporate/legislation-and-bccm/layered-schemes](http://www.qld.gov.au/law/housing-and-neighbours/body-corporate/legislation-and-bccm/layered-schemes).

### Section 3 – Access sought

What result/s are you seeking from this request?

I want to:

- ☐ obtain an information certificate (BCCM Form 13) (see section 3a).
- ☐ purchase copies of body corporate records (see section 3a).
- ☐ inspect the body corporate records (see section 3b).

### Section 3a – Information certificate and/or copies of records (if applicable)

Complete this section if you are requesting:

- an information certificate. This is a usually requested during the sale and purchase of a lot.

*AND/OR*

- to receive a copy of a body corporate record.

I am requesting:

- ☐ a body corporate information certificate (BCCM Form 13) for lot ..... to be provided within:
  - ☐ 7 days
  - ☐ 24 hours\*.

**AND/OR**

- ☐ copies of the following body corporate record/s:

Please supply the requested document/s by:

- ☐ email
- ☐ post
- ☐ fax\* (for certificate only) to: .....
- or
- ☐ if the body corporate agrees, in this way:

Regarding payment:

- ☐ The prescribed fee is enclosed.
- ☐ The prescribed fee has been paid.
- Details: .....
- ☐ I am willing and able to pay the prescribed fee. Please advise how to make payment.

*\*additional fees apply.*

### Section 3b – Inspection of records (if applicable)

Complete this section if you or your agent wish to inspect the body corporate records.

Records may be inspected in a way that you and the body corporate agree.

Sometimes records can be inspected remotely by electronic means. Otherwise, the inspection should take place in person at a reasonable time and place nominated by the body corporate.

See *sections 205(2) and 205AA(2)* of the Act.

☐ I am requesting to inspect the body corporate records.

☐ I will conduct the inspection myself and would prefer to inspect the records:

☐ in person at \_\_\_\_\_ on \_\_\_\_\_  
or

☐ if the body corporate agrees, in this way:

Please contact me within 7 days to arrange the inspection.

**OR**

☐ I am appointing the following person (agent) to inspect the records on my behalf:

Agent's name: .....

Email address: ..... Phone: .....

Please contact my agent within 7 days to arrange the inspection.

Regarding payment:

☐ The prescribed fee is enclosed.

☐ The prescribed fee has been paid.

Details: .....

☐ I am willing and able to pay the prescribed fee. Please advise how to make payment.

The body corporate must allow access to its records within 7 days of receiving a written request from an entitled person **and** payment of the fee—unless the record contains defamatory material or is legally professionally privileged.

You can read more about:

- accessing body corporate records at: [www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/access-records](http://www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/access-records)
- prescribed fees at: [www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/fees-for-access](http://www.qld.gov.au/law/housing-and-neighbours/body-corporate/records/fees-for-access).