

**BCCM****Form 8****Information for the body corporate roll**

Use this form to update the body corporate about changes to a lot. For example, if the owner or tenant details have changed.

This form can be filled out by:

- the owner of the lot
- an authorised agent – for example, a solicitor.

You only need to fill out sections that are relevant.

Submit this form to your body corporate within 1 month of any changes happening to your lot.

The body corporate must update the roll within 14 days of receiving this notice.

What you will need

To fill out the form you will need details about the body corporate and lot, including the:

- name of your community titles scheme (CTS)
- CTS number
- address of the CTS.

You might also need other documents, depending on what information you are updating. For example, a copy of the Title.

Help with the form

If you have questions about the form, you can contact our Information and Community Education Unit on free call **1800 060 119** or online at www.qld.gov.au/bodycorporatequestion. We can help explain the questions in the form. We can't give legal advice or tell you what to write. You can also ask someone to help you fill out this form. For example, a family member or support person.

How to submit this form

Send this form to the person or company that holds your body corporate records. This is usually the body corporate manager or the secretary. You can email this form or send it in the mail.

Make sure you submit this form within 1 month of any changes happening to your lot.

How your information is used

If you provide an email address on this form, you will receive information from the body corporate by email.

Section 1 – Lot information

You must fill out this section. If you don't know the CTS number, you can contact Titles Queensland.

Name of community titles scheme	
CTS number	
Address of CTS	
Suburb	
State	
Postcode	
Lot number/s that need to be updated	

Section 2 – Change of registered owner

Fill out this section if the registered owner has changed. If the new owner is a company, you also need to fill out section 7. We recommend you include a copy of the Title to confirm the new owner.

Full name of new registered owner <i>If the lot is owned by a company, use the company name.</i>	
Australian Company Number (ACN) <i>If applicable</i>	
Australian Registered Body Number <i>If applicable</i>	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	
Briefly explain how this person or company became the owner of the lot	
Date that they become the registered owner	
Signature of the new registered owner <i>Your authorised agent can sign this for you.</i>	
Name of agent <i>If applicable</i>	
Date	

Section 3 – New or change of power of attorney

Fill out this section if there are new or changed power of attorney details. The person given power of attorney has the same rights and responsibilities as the owner of the lot.

You need to attach a document that proves the person is an attorney for the lot owner. The document must be certified by a [Justice of the Peace or Commissioner for Declarations](#).

Full name of the attorney	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	
Date the person become attorney	
Signature of attorney	
Date	

Section 4 – Change of representative's information

Fill out this section to give details of the owner's representative. A [representative](#) is someone who can act as the owner on your behalf. A representative is not the same as a person with power of attorney (section 3) or a corporate owner nominee (section 7).

You need to attach a document that proves the person is authorised to represent the owner.

Full name of representative	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	
Brief description of the document you've attached	
Signature of representative	
Date	

Section 5 – Change of letting agent information

Fill out this section if the letting agent has changed. This is someone who the owner has approved to let the lot.

Section 5(a)

New letting agent's contact details

Fill out this section if you have appointed a new letting agent.

Full name of the agent	
Name of the company <i>If applicable</i>	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	
Name of owner	
Signature of owner	
Date	

Section 5(b)

Termination of letting agent

Fill out this section if the contract has ended for the letting agent whose details are currently on the body corporate roll.

Full name of the agent	
Name of the company <i>If applicable</i>	
Date that letting agreement ended	
Name of owner	
Signature of owner	
Date	

Section 6 – Change of tenant information – leases of 6 or more months

Fill out this section if either:

- there has been a change of tenant – through lease, sub-lease or transfer of the lease to a new tenant
- the lease currently recorded on the body corporate roll has ended.

This only applies to tenants with leases of 6 months or more.

Section 6(a)

New tenant's contact details

Full name of: <input type="checkbox"/> the person leasing the lot <input type="checkbox"/> the person sub-leasing the lot <input type="checkbox"/> the person who an existing lease or sub-lease has been transferred to. <i>Tick the box that is correct.</i>	
Address, if different to the lot	
Suburb	
State	
Postcode	
Address for service notices – if different to above	
Suburb	
State	
Postcode	
Email	
Start date of lease, sub-lease or transfer	
Length of lease or sub-lease	
End date of lease or sub-lease	
Full name of owner or authorised agent	
Signature of owner or authorised agent	
Date	

Section 6(b)

End of lease details

Fill out this section if the lease has ended for the tenant whose details are currently on the body corporate roll.

Full name of tenant	
Date that lease or sub-lease ended	
Full name of owner or authorised agent	
Signature of owner or authorised agent	
Date	

Section 7 – Representative of a company

Fill out this section to provide details of a person chosen to represent the company that owns the lot. There can be up to 2 representatives. You must attach documents that prove the person is authorised to represent the company.

Company representatives must be authorised in one of these ways:

- by stamping this document with the seal of the company
- under [section 127 of Corporations Act 2001](#)
- by a person who the company has given power of attorney.

Section 7(a)

Representative's contact details

Full name of the representative	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	

Section 7 (b)

Alternative representative's contact details (if applicable)

Full name of the alternative representative	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	

Section 7(c)

Details of person/s authorised to sign this section

Full name of the director of the company	
Signature	
Date	
Full name of second authorised person <i>If required</i>	
Job title	
Signature	
Date	

Section 8 – Actions by a mortgagee

Fill out this section to notify us of actions by a lender (mortgagee) who has control or interest in the lot. For example, this might happen if the mortgage is behind in repayments.

Tick one of the boxes below.

- ☐ The mortgagee has taken action to enforce the mortgage – for example, they have taken back ownership of the lot.
- ☐ The mortgagee has decided to no longer enforce the mortgage.

Section 8(a)

Fill out this section if the mortgagee has taken action to enforce the mortgage.

Full name of the mortgagee	
Address	
Suburb	
State	
Postcode	
Address for service of notices – if different to above	
Suburb	
State	
Postcode	
Email	
Date of action or decision	
Signature of mortgagee	
Date	

Section 8(b)

Fill out this section if the mortgagee has decided to no longer enforce the mortgage.

Details of notice to no longer enforce the mortgage. <i>For example, the date the mortgagee has decided to no longer enforce the mortgage and why they made this decision.</i>	
Signature of mortgagee	
Date	

