Stratamatt
BODY CORPORATE MANAGEMENT

Lot Improvement Application

Body Corporate Name:			
CTS:		Lot Number:	
Address of Scheme:			

Applicant Details:

Applicant Name:			
Relation to Lot: *(e.g. Owner/Tenant/Agent)*		Lot Number:	
Applicant Address:			
Applicants Phone Number:			
Applicant Email:			

Description of Works: Is the value of the improvement over $3,000.00 inc GST – YES / NO
If Yes, the committee cannot provide approval and this must go to a General Meeting.
*(Please include as much information as possible such as **photos, plans, quotation** and any colours, measurements and materials that will be used as applicable):*

_____
_____
_____
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_____

Please mark/sign where appropriate;	YES	N/A
I have/will obtain any required council approvals before proceeding with these works.	☐	☐

If the value of the improvement is under $3,000.00 including GST, the committee can provide approval via a Vote Outside of Committee Meeting (VOCM). Our office will prepare and submit to the Body Corporate Committee to consider and vote. This application will then be reviewed, and this office will tally the votes. A decision is made within 7 – 21 days from sending the VOCM. At this time the applicant and all Owners will be advised of the results and a Minute will be created for the Body Corporate records.

By signing the below, I acknowledge that these works and any future maintenance repairs are payable by myself and any damage caused to Common Property as a result of these works will be rectified by a qualified trade professional at my own expense.

_____ _____
Signature Date

Upon completion please send this form to:
E-mail: reception@stratamatt.com.au
Post: 674 Ipswich Road, Annerley Qld 4103

Please allow 14 to 21 business days for processing.