



STRATA BASE

OWNERS CORPORATION MANAGERS

Request to inspect owners corporation register and/or records

Owners Corporations Act 2006 Section 146, 150, Owners Corporations Regulations 2007 and Owners Corporation Rules

Date of notice	
----------------	--

To: the owners corporation

Name	
Owners corporation plan number	

I/We request: (mark applicable box(es) with an X)

to inspect the register of the owners corporation

☐

to inspect the records of the owners corporation

☐

I/We require access to the register/records before (insert date)	
--	--

I am/we are: (mark applicable box with an X)

Lot owner(s)

☐

of lot number(s)

Mortgagee(s)

☐

of lot number(s)

Purchaser(s)

☐

of lot number(s)

Another person entitled to inspect the register/records

☐

Note: People who are entitled to inspect the register or records of an owners corporation are lot owner(s), mortgagee(s) of a lot, purchaser(s) of a lot, or the representative(s) of a lot owner or a mortgagee or a purchaser of a lot.

From:

Name(s)	
Address	
Postal address (if different from above)	
Telephone number	
Email address (if applicable)	

If you are representing a lot owner(s), mortgagee(s) of a lot, purchaser(s) of a lot, please provide their name, address, contact details and authorising signature.

Name(s) of lot owner(s), mortgagee(s) or purchaser(s) you are representing	
Lot number(s)	
Address	
Postal address (if different from above)	
Telephone number	
Email address (if applicable)	
Signature of represented person(s)	
Date	

How to lodge this form

Lodge this form with the owners corporation.

What happens then?

The owners corporation will contact you to arrange a suitable time to inspect the register and/or records. There is no charge to inspect the records or register, but you may be charged a fee if you wish to receive copies of any documents.