

# COMMUNITY TITLE CERTIFICATE<sup>†</sup>

## FORM 6

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### Instructions for completion

- The applicant for the certificate should fill out this form with information known to the applicant.
- Items marked \*\* - The applicant or body corporate should strike these out if they are inapplicable.
- The applicant or body corporate may strike out any other items (or text) to which no response is needed or appropriate.
- The body corporate must otherwise supply information or answer questions to complete the certificate to the best of the knowledge of the body corporate and the person completing the certificate on behalf of the body corporate.
- If there is insufficient space where indicated on the form, include additional details under ‘ additional information’ (at 8 below), or attach it to the certificate with a note where appropriate on the form indicating the attachment.
- The body corporate must affix its seal to the completed certificate (where indicated at the end) and return it to the applicant.
- In the certificate, *CTA* means the *Community Title Act 2001*.

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<sup>†</sup> See CTA s 56. An application to a body corporate for a community title certificate may be made only by an *eligible person* (see definition in CTA dictionary).

## 1 Lot, owner and applicant

Item	Information	
1.1	Community Title Scheme number	
1.2	Lessee or interested person	
1.3	Applicant for certificate	** acting as agent/solicitor for purchaser
1.4	** Purchaser of lot (or interest)	
1.5	Block Section Suburb Lot entitlement ** Unit No. ** Unit class [ <i>tick box</i> ]	<input type="checkbox"/> class A <input type="checkbox"/> class B
1.6	** Easement over common property [ <i>briefly describe easement</i> ]	

## 2 Body Corporate

Item	Information	
2.1	Body Corporate address for service of documents	
	Has the body corporate passed an ordinary resolution to appoint a committee of management? <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3	** Committee of Management (if formed)	
	Name ..... ..... ..... .....	Address ..... ..... ..... .....
2.4	Does the body corporate have a manager? (CTA s 44) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	**Manager's name and address	
2.5	Where can the corporate register, books, records and other documents be inspected?	

### 3 Contributions

Item	Financial Information		
3.1	When did the current body corporate financial year begin?		
3.2	Contributions due from the lessee of the lot for the current financial year  <i>[include all amounts payable by the lot owner to the body corporate]</i>	Annual \$  If payable quarterly: 1 <sup>st</sup> \$ 2 <sup>nd</sup> \$ 3 <sup>rd</sup> \$ 4 <sup>th</sup> \$	
3.3	<b>Total contributions for current financial year</b>	<b>Total due</b> \$	<b>Total outstanding</b> \$

**\*\*4 Other outstanding debts (including overdue contributions)**

<b>Item</b>	<b>Details of other debts</b> <i>[including overdue contributions from past years]</i>	<b>Due date</b>	<b>Amount due</b>	<b>Amount outstanding</b> <i>[including any interest]</i>
4.1		\$	\$	\$
4.2		\$	\$	\$
4.3		\$	\$	\$
4.4		\$	\$	\$
<i>[If more space is needed, include additional details under 'additional information' (at 8 below).]</i>				
4.5	<b>Total other debts</b>		<b>Total due</b> \$	<b>Total outstanding</b> \$

## 5 Decisions and actions by body corporate (or others)

Item	Decision or action <i>[Include amendment or revocation of a decision and pending decision or action.]</i>	Has the decision been made, or action been taken? If so, when? <i>[Tick appropriate box and give further details as indicated below.]</i>
5.1	Merger and division of bodies corporate – unanimous resolution (CTA s 33(1)) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of resolution</b> <i>[Give details under ‘additional information’ (at 8 below). Indicate there whether the easement (or revocation) has been registered.]</i>
5.2	Interest rate fixed for overdue contributions – resolution (CTA s 47) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of resolution</b> <i>[Give details under ‘additional information’ (at 8 below).]</i>
5.3	Exclusive use by-laws – unanimous resolution (CTA s 51(1)) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of resolution</b> <i>[Give details under ‘additional information’ (at 8 below).]</i>
5.4	Revocation of exclusive use by-law – ordinary resolution (CTA s 51(8)) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of resolution</b> <i>[Give details under ‘additional information’ (at 8 below).]</i>
5.5	Agreement of amalgamation – unanimous resolution (CTA s 81(1)(b)) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of resolution</b> <i>[Give details under ‘additional information’ (at 8 below).]</i>

<b>Item</b>	<b>Decision or action</b> <i>[Include amendment or revocation of a decision and pending decision or action.]</i>	<b>Has the decision been made, or action been taken? If so, when?</b> <i>[Tick appropriate box and give further details as indicated below.]</i>
5.6	Consent of subsidiary schemes to amalgamation of scheme – ordinary resolution (CTA s 81(2)) <i>[tick box]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Date of agreement</b> <i>[Give details under 'additional information' (at 8 below).]</i>

**6 Insurance**

Item	Information about insurance	
6.1	Is the body corporate exempt ( by unanimous resolution) from the requirement to take out building insurance? (CTA s 39(1)) [tick box]	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give details including date of resolution:</i>
6.2	Details of insurance held by the body corporate <i>[Attach copies of each current insurance policy to the certificate.]</i>	
<b>Public liability</b> (CTA s 38)  Amount        \$  Insurer  Policy No  <b>Building</b> (CTA s 39)  Amount        \$  Insurer  Policy No		<b>Workers' compensation</b>  Amount        \$  Insurer  Policy No  <b>Other</b>  Insurance  Amount        \$  Insurer  Policy No
<i>[Include any further details under 'additional information' (at 8 below).]</i>		

## 7 Common property

Item	Information about common property	
7.1	The certificate of title for the common property is held in safe custody on behalf of the members by	
7.2	Is there anything that would restrict or extend the use of the common property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>
7.3	Are there any encumbrances, easements (other than those given by the CTA), leases, licences or other rights related to the common property that are not discoverable by search?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>
7.4	Are there any claims that would impose any restriction on the rights of passage (or way) to or from the lot or common property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>
7.5	Is any resumption of the common property intended in the future, or being progressively carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>
7.6	Has any work been carried out (or is any work being carried out) in relation to the common property for which payment remains owing or a claim for payment may arise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>
7.7	Are the following certificates attached to the certificate of title for the common property? <ul style="list-style-type: none"> <li>• certificate as to fitness of occupancy and use</li> <li>• certificate of compliance</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.9	Has the body corporate agreed to transfer or to charge in any way the common property or the certificate of title for the common property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>[If so, give details below under 'additional information' (at 8 below).]</i>

**8 Additional information**

Item	Additional information
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**9 Attachments**

The following documents (eg copies of insurance policies and any copies of body corporate resolutions) attached to this certificate form part of the certificate:

Item	Details of document
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**10 Body Corporate seal**

All the information in this community title certificate has been recorded on the following date from details shown in the books, records and other documents of the body corporate:

.....[insert date of affixing of seal]

[Affix body corporate seal in accordance with the CTA section 34.]