



Application for a Request to Inspect Records

The Strata Schemes Management Act (SSMA) Sections 182 and 183 describes the processes for inspecting records. Specifically:

- Any owner of a lot or authorized person may request the Owners Corporation to allow an inspection of records;
- Such a request must be in writing and accompanied by the prescribed fee;
- The items required to be made available for inspection;
- Timing of inspection of records;
- Means of inspecting of records;
- Treatment and copying of documents.

Our policy regarding inspection of records is contained within our Privacy Policy.

The purpose of this form is to clearly define your requirements for inspection to allow efficient scheduling of that inspection.

Name:..... Unit Number:

Purpose of inspection?

Which records do you specifically wish to inspect?

.....

.....

If related to CCTV inspections: Date:..... Times:..... Location:.....

How many hours you expect this inspection will take:.....Hrs

Note the first hour (or part there of) will cost \$34.10 (inc GST) and subsequent half hours (or part there of) will cost \$17.60 (inc GST.)

Payment amount: Payment Details:

Note: Payment must be made prior to organizing inspection times.

Notes:

1. The Owners Corporation does not consent to any documents being removed from the custody of the Owners Corporation.
2. The Owners Corporation does not make copying facilities available. If you wish to make copies, you must make your own arrangements to do so.
3. Please use one form for each inspection/session to enable inspections to be properly scheduled.
4. Upon receipt of a properly completed form and payment, the Owners Corporation will respond with times, dates and location of the inspection.