



Holmac Strata

## **BUILDING IMPROVEMENT REQUEST FORM**

Dear Owner/s,

It is at the discretion of your Body Corporate Committee, subject to the Body Corporate By-Laws, to approve or deny any application from an Owner/s for building improvements.

For an application to be considered by the Body Corporate Committee, please complete the below form with a detailed description of the improvements you are requesting. This form will be forwarded to the Committee for consideration.

When completing this form, please be aware of the following:

- The outcome of this application is subject to the Body Corporate By-Laws and a decision of the Body Corporate Committee.
- Please complete all fields on pages 2 and 3 for the Body Corporate Committee to consider this application. If you require assistance with this application, please contact by email [info@holmacstrata.com.au](mailto:info@holmacstrata.com.au).
- If you have obtained any quotes or third-party information regarding your request, please attach to this application.

**Please address your application to:**

Holmac Strata  
PO Box 6742  
GCMC 9726

**Or email to:** [info@holmacstrata.com.au](mailto:info@holmacstrata.com.au)

<b>Building Request Details</b>	
<b>Building/Scheme Name</b>	
<b>CTS Number</b>	
<b>Lot Number</b>	
<b>Your Name/s</b>	
<b>Street Address</b>	
<b>Suburb, State and Postcode</b>	
<b>Phone/Mobile</b>	
<b>Email</b>	
<b>Location of Improvement:</b>	_____
<b>Plans Enclosed?</b>	_____
	_____
	_____
<b>Details of Improvement:</b>	_____
	_____
	_____
	_____
	_____
	_____
<b>Are any other Units affected?</b>	_____
<i>(if yes, please specify)</i>	_____
	_____
	_____
<b>Signature of Applicant:</b>	_____
	_____
<b>Date:</b>	_____

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Lot Number: \_\_\_\_\_

**Building Request Details**

*Please draw a sketch to highlight the affected area of the building / common property, to accompany your request.*

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Lot Number: \_\_\_\_\_