

Body Corporate for Leeward Tower CTS 6260

LOT IMPROVEMENT APPLICATION FORM

BUILDING NAME: _____ CTS#: _____

LOT #: _____ UNIT #: _____ NAME: _____

EMAIL: _____ DATE: ____/____/____

POSTAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

SUPPORTING DOCUMENTATION

Please supply the following documentation together with your *Application for Lot Improvement*:

- ☐ Cover letter addressed to the Body Corporate Committee. Your letter is required to include the following:
 - (a) A written statement to confirm your understanding of by-laws pertaining to Lot Improvements/renovations to a Lot (The By-Laws are available for viewing on the Stratamax website).
 - (b) Confirmation that all proposed works are to be undertaken by a certified tradesperson who will always be sufficiently insured and comply with workplace health and safety regulations.
 - (c) Confirmation that all proposed works are to be met by the Lot Owner including but not limited to the following – damage to common property, waste removal, insurance.
- ☐ Copy of all relevant quotation/s.
- ☐ Copy of any relevant diagrams, brochures, plans of alterations or installations, photographs.
- ☐ Copy of any Local Council Certificates and/or Approvals, if applicable.
- ☐ Engineer's Report, if proposed works include alterations to walls or other structural elements of the building, if applicable. Please note that the purpose of obtaining an engineer's report is to confirm that the structural integrity of the building will not be compromised.

Lot Owners Initials.....

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Description of Works Being Undertaken:[illegible]

Air conditioner details		
Size of motor	Make / Brand	Model
Position of condenser	Additional information	

Owners are requested to forward your Application for Lot Improvement (along with supporting documents) via email to:

Email: info@leewardtower.com

IMPORTANT MESSAGE: Improvements to Common Property and/or within the boundaries of your Lot are prohibited until such time as written consent is obtained from the Body Corporate Committee.

I/we wish to confirm that the information I/we have provided is true and accurate. I also always confirm that I/we have read the relevant By-Laws and agree to comply with the By-Laws.

Applicant's Signature:	Date:
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For further application queries please contact your Body Corporate Manager at Network Pacific on telephone (07) 5609 8677 or email andreag@networkpacific.com.au

Lot Owners Initials.....