

General Improvement Application Request Form

Prior to lodging your application, we recommend that you review the Body Corporate by-laws so that you can address any conditions included in the by-laws. When you have completed this form please send it with **all supporting documentation** to Ernst Body Corporate Management at the appropriate address shown overleaf.

Building / Scheme Name					
CTS #		Lot #		Unit #	

Applicant details: please tick one **Owner** **Property/Building Manager**

Name					
Address					
Telephone Home		Mobile			
Email					

NOTE: If this application is completed and/or submitted by a Property/Building Manager, the Lot Owner Details **must** be completed, and written authority from the Lot Owner to act on their behalf **must** be included with this application in order for the application to be considered.**

Not supplying this with the application will delay the process.

Lot owner details: if the Lot owner is the Applicant write "as above"

Name					
Address					
Telephone Home		Mobile			
Email					

Seeking approval for: eg, flooring, blinds, fence, awning, flyscreen, screen door, renovation, etc.

Description of renovation request					
Material to be used **Attach quotation from professional supplier					
Installation location, eg kitchen, bedroom, etc					
Name/s of professional tradesperson/s/Installer/s **Attach quotation for works					
Trade Licence Number/s Insurance Details **Attach copies of certificates					

Hard flooring, tiling, etc the following details must be provided:

<p>Acoustic details **Attach quotation from professional Supplier /Installer for hard flooring/tiling, including Acoustic Rating of the material and installation</p>	
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Have you included the following supporting documents? ****Required** ***If available**

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| <p>**Authority letter from Lot Owner</p> <p>**Quotation from professional Installer</p> <p>**Acoustic ratings (hard flooring/tiling only)</p> | <p>**Quotation from Supplier</p> <p>**Copy of insurance certificate/s</p> <p>* Brochures and/or Specifications</p> |
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NOTES:

Ernst Body Corporate Management is not authorised to consider your request. It will be forwarded to the Body Corporate Committee for their consideration.

If approval is granted by the Body Corporate/Committee, it will be subject to any conditions imposed through the Body Corporate by-laws, and any conditions imposed by the Committee.

An additional fee may be levied to process this request.

<p>Gold Coast Contact Details Phone: +61 7 5519 2900 Fax: + 61 75519 2910 Email: goldcoast@ebcm.com.au</p>	<p>Brisbane Contact Details Phone: +61 7 3620 0600 Fax: + 62 7 3620 0610 Email: brisbane@ebcm.com.au</p>
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Owner / Property Manager

Circle applicable

Print name

Signature

Date