

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 Challenge Strata Management by email to admin@challengestrata.com by fax on +61 7 5574 0098 or by post to PO Box 8021 GCMC Bundall QLD 9726

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:

Challenge Strata 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.

Owner / Property Manager

Circle applicable

Print name

Signature

Date