Application to install an air conditioner

1. Scan and email to admin@assetbca.com.au
2. Fax to 07 3408 7323
3. Mail to **Asset Body Corporate Administration**, PO Box 764, Bribie Island Qld 4507

BUILDING NAME .....

ADDRESS .....

YOUR STATUS	Name			
	☐ Owner	☐ Tenant	☐ Agent	
CURRENT EMAIL ADDRESS				
PREFERRED CONTACT METHOD	☐ Home phone	☐ Work Phone	☐ Mobile number	☐ Email address
Home phone number		Work phone number		
Mobile phone number				

AIR CONDITIONER DETAILS

SIZE

MAKE

MODEL

CONDENSER POSITION

ADDITIONAL INFORMATION

Name	Signature	Date

Please review the Body Corporate By-Laws prior to lodging your application.
Please note that Asset Body Corporate Administration will forward your request to the Body Corporate Committee for their consideration, Asset Body Corporate Administration are not authorised to approve the request.

AGENCY USE

Date Received	Time Received	am / pm	BC Manager