



General Improvement Application Form

- 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

PREFERRED CONTACT METHOD Home phone Work Phone Mobile number Email address

Home phone number Work phone number

Mobile phone number Email Address

ITEM SEEKING APPROVAL (e.g. fence, patio, pergola etc)

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I / We have attached plan/sketch of the item including installation position.

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
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