

Guide to ordering certificates etc

SELECT the option you are wanting to order by clicking on the image.

Ordering Certificate Instructions
View Cart & Error Details

Disclosure Statements

Disclosure Statement – Non-Urgent



Law - Section 206
 Name - Disclosure Statement (Non-Urgent)
 Timeline - 7-day processing
 Method of Delivery - your preference
Cost \$99 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Disclosure Statement – Urgent



Law - Section 206
 Name - Disclosure Statement (Urgent)
 Timeline - 24 hr processing
 Method of Delivery - your preference
Cost \$110 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Information Certificates

Information Certificate – Non-Urgent Fixed
(free alternatives to fax include email, post etc)



Law - Section 205
 Name - BCCM 13 Information Certificate (Non-Urgent Fixed)
 Timeline - 7-day processing
 Method of Delivery - "Issue" to be FAXED
(free alternatives to fax include email, post etc)
Cost \$96.10 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Information Certificate – Urgent Fixed
(free alternatives to fax include email, post etc)



Law - Section 205
 Name - BCCM 13 Information Certificate (Urgent Fixed)
 Timeline - 24 hr processing
 Method of Delivery - "Issue" to be FAXED
(free alternatives to fax include email, post etc)
Cost \$124.80 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Information Certificate – Urgent for Collection



Law - Section 205
 Name - BCCM 13 Information Certificate (Urgent for Collection)
 Timeline - 24 hr processing
 Method of Delivery - "Issue" for COLLECTION only
Cost \$105.05 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Information Certificate – Non-Urgent for Collection



Law - Section 205
 Name - BCCM 13 Information Certificate (Non-Urgent for Collection)
 Timeline - 7-day processing
 Method of Delivery - "Issue" for COLLECTION only
Cost \$76.35 inc GST

* Image is for illustration purposes only the actual statement may differ in format.

Section 205(4) of the Body Corporate and Community Management Act 1997 provides:-
 The body corporate must, within 7 days after receiving a written request from an interested person accompanied by the fee prescribed under the regulation made applying to the scheme, issue a certificate (a **body corporate information certificate**) in the approved form applying to the scheme giving financial and other information about the lot.

Electronic Records Search

Electronic Records Search – In Office



Name - Electronic Records Search – In Office
 Method of Delivery - "In Office" plus 70 cents per page copying apply.
 Note - An "In Office" search will require you to attend our office and we will provide you access to records electronically and then charge you if you want to take any copies. We hold no paper records.
Cost \$39.60 inc GST plus \$0.70 per page

* Image is for illustration purposes only the actual statement may differ in format.

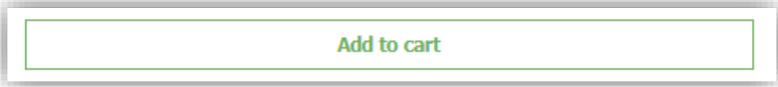
Electronic Records Search



Name - Electronic Records Search
 Method of Delivery - we send everything to you electronically
Cost \$66 inc GST

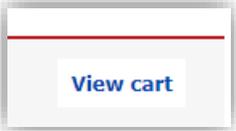
* Image is for illustration purposes only the actual statement may differ in format.

SELECT Add to cart on the next Screen



This will add the selection to your cart.

CLICK the View Cart Button



This will take you to the section that lets you enter your details and pay.

		Product	Price	Total
X		Disclosure Statement (Non-Urgent)	\$99.00	\$99.00

Cart totals

Subtotal	\$99.00
Total	\$99.00

[Enter Your Details & Pay now](#)

ENTER in your details as per example

<h2>Your details</h2> <p>First name *</p> <input type="text" value="John"/> <p>Last name *</p> <input type="text" value="Smith"/> <p>Company name</p> <input type="text"/> <p>Country *</p> <p>Australia</p> <p>Street address *</p> <input type="text" value="200 Hume Street"/> <input type="text" value="Apartment, suite, unit etc. (option)"/> <p>City - Town - Locality *</p> <input type="text" value="TOOWOOMBA CITY"/> <p>State *</p> <input type="text" value="Queensland"/> <p>Postcode *</p> <input type="text" value="4350"/> <p>Phone *</p> <input type="text" value="07 4611 1111"/> <p>Email address *</p> <input type="text" value="ts@toowoombastrata.com.au"/> <p>Fax</p> <input type="text"/>	<h2>Additional Details</h2> <p>Order Notes</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Notes about your order, e.g. special notes for delivery.</p></div>
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ENTER in the Body Corporate details as per example

<h2>Body Corporate Details</h2> <p>Scheme/Building Name *</p> <input type="text" value="Test Scheme"/> <p>CTS Number</p> <input type="text" value="12345"/> <p>Address *</p> <input type="text" value="200 Hume Street"/> <p>City *</p> <input type="text" value="TOOWOOMBA CITY"/> <p>State *</p> <input type="text" value="Queensland"/> <p>Postcode *</p> <input type="text" value="4350"/> <p>Lot Number *</p> <input type="text" value="1"/> <p>Unit Number *</p> <input type="text" value="1"/> <p>Seller Name *</p> <input type="text" value="Jason"/> <p>Purchaser Name</p> <input type="text" value="Mark"/>

Your order

Product	Total
Disclosure Statement (Non-Urgent) × 1	\$99.00
Subtotal	\$99.00
Total	\$99.00

PayPal



[What is PayPal?](#)

[Having difficulties paying with PayPal click here.](#)

Pay via PayPal: you can pay with your credit card if you don't have a PayPal account.

Proceed to Payment

CLICK on **Proceed to Paypal** once you have entered in all Body Corporate details

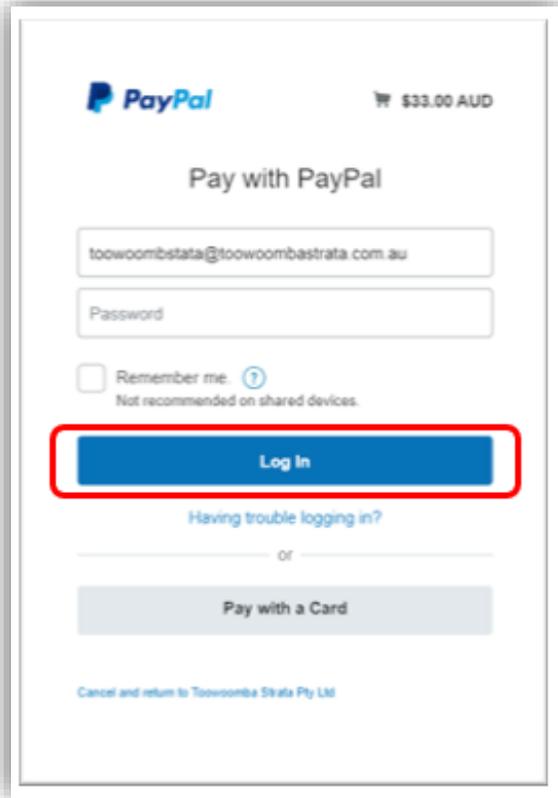
NOTE: If you do not have Paypal you can still pay with credit card

A new window will open

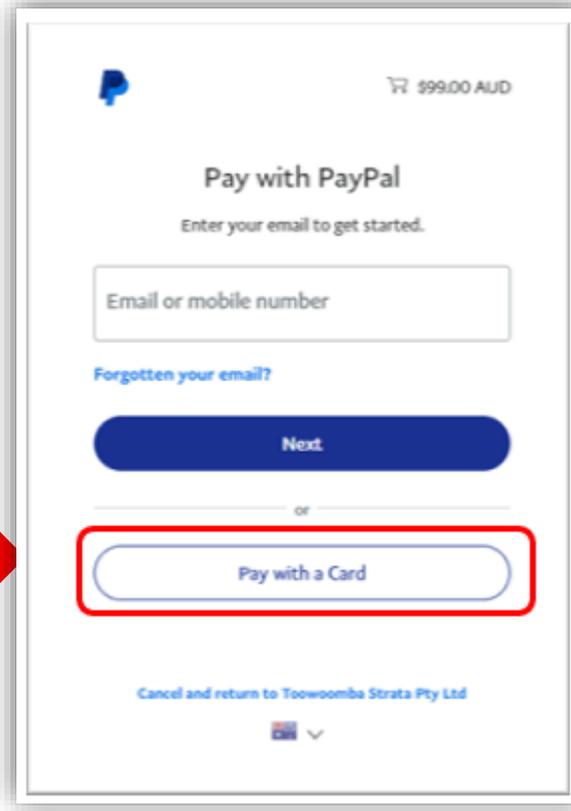
If you **have a** Paypal account **sign in** to pay



If you **don't** have a Paypal account
select **Pay with a card**



The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the amount '\$33.00 AUD'. The main heading is 'Pay with PayPal'. Below this are two input fields: the first contains the email address 'toowoombstata@toowoombastrata.com.au' and the second is labeled 'Password'. There is a checkbox for 'Remember me' with a help icon and the text 'Not recommended on shared devices.' Below these fields is a blue 'Log In' button, which is highlighted with a red rectangular border. Underneath the button is the text 'Having trouble logging in?' followed by 'or' and a grey 'Pay with a Card' button. At the bottom left, there is a link that says 'Cancel and return to Toowoomba Strata Pty Ltd'.



The screenshot shows the PayPal 'Pay with a Card' page. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the amount '\$99.00 AUD'. The main heading is 'Pay with PayPal' and the sub-heading is 'Enter your email to get started.'. Below this is an input field labeled 'Email or mobile number'. There is a link for 'Forgotten your email?'. Below that is a blue 'Next' button. Underneath is the text 'or' and a rounded rectangular button labeled 'Pay with a Card', which is highlighted with a red border. At the bottom, there is a link that says 'Cancel and return to Toowoomba Strata Pty Ltd' and a small icon with a dropdown arrow.

For Card Payments a new window will open and you can enter in your card details

Tick the box and click **Pay Now**

Toowoomba Strata Pty Ltd

PayPal \$33.00 AUD

PayPal Guest Checkout

We keep your financial information securely encrypted.

Country: Australia

Card number

Expires CVV

First name: John Last name: Smith

Billing address

Address line 1: 200 Hume Street

Address line 2

Suburb: Toowoomba

State/Territory

Postcode: 4350

Contact details

Phone type: Mobile Phone number: +61

Email address: toowoombstrata@toowoombstrata.com.au

I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's Privacy Statement.

Pay Now

Cancel and return to Toowoomba Strata Pty Ltd [Terms](#) [Privacy](#) [Feedback](#) © 1999-2019

YOUR ORDER WILL BE PROCESSED AND YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR PAYMENT