



REQUEST FOR: KEEPING OF ANIMAL

THIS PROCESS WILL REQUIRE YOU TO OBTAIN COMMITTEE APPROVAL PRIOR TO THE COMMENCEMENT OF KEEPING OF ANIMAL

STEP ONE

Review the Body Corporate By-laws so that you can address any special conditions of your Keeping of Animal application.

STEP TWO

Prior to lodging your request please ensure the Keeping of Animal fee of \$200.00 including GST is paid.

STEP THREE

Upon receipt of this completed form and supporting documents, please allow up to 14 days for your application to be reviewed and determined by the Body Corporate Committee.

STEP FOUR

The process in which the Body Corporate Committee may review and determine your application for Keeping of Animal MUST be determined by a formal Committee resolution, therefore will be determined by VOC, Voting Outside Committee.

STEP FIVE

Should the Body Corporate Committee approve your application for Keeping of Animal, an approval letter will be prepared and issued.

Please complete the following information before submitting your Keeping of Animal application.

PLEASE REPLY TO:

Secretary
C/- Australasian Body Corporate Management
PO Box 348 Wilston QLD 4051
Email: admin@ausbcm.com.au

CHARGES APPLICABLE

\$200.00 – To be paid at the time of submitting your application

PAYMENT METHOD

Name on Card: _____

Card Number: _____ Expiry Date: _____ 3 digit: _____

Signature of Card Holder: _____

Card Type Visa: **Visa Card Master Card Bank Card**

PLEASE NOTE: CHEQUES & AMERICAN EXPRESS OR DINER CARD WILL NOT BE ACCEPTED

REQUEST FOR: KEEPING OF ANIMAL

Date: _____

Applicant: _____ Owner Agent

Phone: _____ Email: _____

Body Corporate: _____ CTS: _____

Property Address: _____ LOT/UNIT: _____

Lot Owner: _____

PET DETAILS

Type of Animal: _____ Breed of Animal: _____

Weight of Animal: _____ Size of Animal: _____

Age of Animal: _____ Desexed: _____

Registration _____ Council Records: _____

Signed: _____ Date: _____

PLEASE NOTE:

Australasian Body Corporate Management is not authorised to consider the request as our office is only required to prepare the Committee voting paper for the Keeping of Animal for the Committee's consideration.

Should the Committee approve the application, the following guidelines will apply in addition to any specific By-laws of the Body Corporate;

- *This permission is not transferrable to another owner or animal*
- *The animal must be registered with the Local Authority*
- *The animal must be vaccinated according to the recommended levels*
- *The animal must not cause problems for any other resident*
- *The animal must remain within the Lot at all times and must not be allowed to stray onto Common Property*
- *Should complaints be received in relation to the animal, permission may be withdrawn to keep this pet*

Sign: _____

Date: _____