



Certificate of Indebtedness Request Form

(Request for preparation of Cross Lease Disclosure Certificate)

To: (Cross Lease Name) (Please enter requested details in text boxes provided)

C/- The Cross Lease Manager - apm

Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton 1023, Auckland, email: reception@apm.kiwi

For:	Principal unit #	<input type="text"/>	or Lot #	<input type="text"/>
	Street Address	<input type="text"/>		
From:	Applicant Name	<input type="text"/>		
	Owner/Agent/Solicitor/Other	<input type="text"/>		
	Trust/Company Name (if applicable)	<input type="text"/>		
	Postal Address	<input type="text"/>		
	Contact Details (Incl. Email Address)	<input type="text"/>		
	Owners Name (If different from above)	<input type="text"/>		
	Proposed Settlement Date (if known)	<input type="text"/>		

On behalf of the owner please prepare the following for the above unit:

(Please tick appropriate box)	<input type="checkbox"/>	Disclosure Statement	Cost \$200.00+GST = \$230.00
	<input type="checkbox"/>	Urgent fee if under 24 hours (otherwise, approximately 72-hour turn around period applies if this box is unticked)	Cost \$50.00+GST = \$57.50 additional to the standard fee

In consideration of the Cross Lease preparing the requested Disclosure Statement, the applicant agrees to the following:

1. The applicant is authorised to sign this document (on behalf of the owner);
2. The owner will pay the Cross Lease fee as described above and authorises the Cross Lease Manager to charge fee to the owners Cross Lease levy account;
3. That the Cross Lease will have 5 working days to prepare the requested Disclosure Statement;
4. That the Cross Lease is fully authorised to disclose information required by the Cross Lease's constitution to any third party applicant acting on behalf of a prospective purchaser of the unit, including any information provided by the owner, details of any dealings the Cross Lease Manager has had with the owner, and the current amounts that may be owed to the Cross Lease including a copy of the levy account for the unit and to sign the requested Disclosure Statement on behalf of the owner.

The Cross Lease warrants that the information included in the Disclosure Statement is accurate only so far as the information actually held by the Cross Lease Manager as at the date of the Disclosure Statement.

Unless otherwise directed, the Cross Lease Manager will provide the Disclosure Statement by email to the applicant at the email address listed above.

Signed by applicant: