



Certificate of Indebtedness Request Form

(Request for preparation of Residents Society Disclosure Certificate)

To: (Residents Society Name) (Please enter requested details in text boxes provided)

C/- The Residents Society 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"/>	Certificate of Indebtedness	Cost \$200.00+GST = \$230.00
	<input type="checkbox"/>	Urgent fee if under 24 hours (otherwise, approximately 48-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 Residents Society preparing the requested certificate, 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 Residents Society fee as described above and authorises the Residents Society Manager to charge fee to the owners Residents Society levy account;
3. That the Residents Society will have 5 working days to prepare the requested certificate;
4. That the Residents Society is fully authorised to disclose information required by the Association'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 Residents Society Manager has had with the owner, and the current amounts that may be owed to the Residents Society including a copy of the levy account for the unit and to sign the requested certificate on behalf of the owner.

The Residents Society warrants that the information included in the certificate is accurate only so far as the information actually held by the Residents Society Manager as at the date of the certificate.

Unless otherwise directed, the Residents Society Manager will provide the certificate by email to the applicant at the email address listed above.

Signed by applicant: