Preparation checklist *Form 14 — General request and First Community Management Statement*

This checklist contains general information to assist practitioners complete a general request and a basic first CMS. It is not intended to be a complete guide. For further information about the requirements of a *Form 14 — General request and First Community Management Statement*, refer to Parts 14 and 45 of the Land Title Practice Manual available at [www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual](http://www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual)

*Form 14 — General request*

**Items**

**Item 1**
- Is the name for the scheme reserved or available?
- Is the nature of the request stated e.g. Request to record first community management statement for [name of scheme] community titles scheme?

**Item 2**
- Do the description and the title reference for the lots (before subdivision) agree with the title?

**Item 3**
- Is the name of the registered owner shown and agrees with the title?

**Item 4**
- Is ‘Not Applicable’ shown?

**Item 5**
- Is the name of the registered owner shown?

**Item 6**
- Are the name of the scheme and the address for services of notice of the body corporate shown?

**Item 7**
- Is the form signed and dated by the applicant?
- If executed under a power of attorney, is the attorney clause included, showing the principal’s name, the attorney’s name or the attorney’s position and the Queensland registered power of attorney number?
- If executed under a common seal, is it legible and capable of being copied?
- If a company has executed without a common seal, are the company name and ACN/ARBN shown?
- Are the designations of the signatories for a company shown?
- If executed by a solicitor, is the full name printed below the signature?

*First Community Management Statement*

**Items**

**Item 1**
- Does the community titles scheme name shown agree with Item 6 of the Form 14 and Item 3 of the plan of survey?
Item 2
☐ Is the relevant regulation module shown (e.g. Standard module, Accommodation Module, Commercial Module, Small Schemes Module or Specified Two-lot Schemes module)?

Item 3
☐ Is the body corporate name, without the scheme number, shown — for example Body Corporate for [name of scheme]?

Item 4
☐ Is scheme land, including common property, shown by including the Lot on Plan and Title Reference?

Item 5
☐ Do the name and registered owner recorded on title agree
☐ Is the address of the original owner shown?

Item 6
☐ Do the plan number and the number shown on the plan agree?

Item 7
☐ Is the statement signed by the relevant local government (showing name of local government and name and designation of the signatory)?

Item 8
☐ Is the form signed and dated by the original registered owner?
☐ If executed under a power of attorney, is the attorney clause included, showing the principal’s name, the attorney’s name or the attorney’s position and the Queensland registered power of attorney number?
☐ If executed under a common seal, is it legible and capable of being copied?
☐ If a company has executed without a common seal, are the company name and ACN/ARBN shown?
☐ Are the designations of the signatories for a company shown?

SCHEDULE A
☐ Is the Schedule of Lot Entitlements completed by showing—
  • all lot references including the relative plan numbers;
  • the entitlement in whole numbers; and
  • the contribution totals and the interest totals?
☐ Have sections 66(1)(db) and (dc) of the Body Corporate and Community Management Act 1997 been complied with?

SCHEDULE B
☐ If the scheme is to be not further developed, is “Not applicable’ shown?
☐ If the scheme is to be further developed, is the Explanation of the Development of Scheme Land shown and a concept plan attached?
☐ If the scheme is to be further developed and is a layered scheme, is the management structure explained?

SCHEDULE C
☐ If Schedule 4 of the Body Corporate and Community Management Act 1997 does not apply or is modified, is the full text of the by-laws applicable to this statement set out?
☐ If Schedule 4 of the Body Corporate and Community Management Act 1997 applies, is this indicated by a suitable statement?
If a by-law grants exclusive use of common property, is a reference made to the allocation of by-laws in Schedule E?

**SCHEDULE D**

- Is there an explanation shown of other details required or permitted under the relevant regulation module or if no other details are added is ‘Not applicable’ shown?

- Is there a table included which shows the description of lots (including common property), details of statutory easement and reference to service location diagrams? Refer to parts [45-2230] and [45-4150] of the LTPM.

  **Note:** required under s 66 of the *Body Corporate and Community Management Act 1997*?

- Is the service location diagram(s) attached?

**SCHEDULE E**

- If exclusive use area is allocated, is—
  - each lot description shown (with plan number); and
  - each exclusive use area identified—for example ‘Area A on sketch plan B’; and
  - a sketch plan identifying the areas attached?

- Do the exclusive use sketches meet the requirements of the Registrar of Titles Directions for the Preparation of Plans?

- Is the exclusive use sketch certified by a registered cadastral surveyor?

**Form and evidence**

- Has the correct form and version been used?

- Are all pages numbered and show a title reference or the name of the scheme, including pages for sketches and diagrams?

- Are the lodger’s details shown?