

PURPOSE OF FORM

Use this form to apply for a certificate as to the existence of Queensland Home Warranty Scheme insurance cover. Each search costs \$51.30. If all information is provided, a response should be received within seven working days.

PRIVACY NOTICE

The QBCC is collecting information on this form to process a request for property insurance details, pursuant to the QBCC Act. This information can be disclosed by the QBCC to another party with your consent or as authorised or required by law. For further information visit the QBCC website at qbcc.qld.gov.au.

COMPLETING THIS FORM

This is an interactive PDF form that you may complete in a web browser or Acrobat Reader. Please save a copy before submitting. If you are completing this form in hard copy:

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — cross out and initial amendments

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY

Post: GPO Box 5099 Brisbane QLD 4001.
In person: QBCC service centres are listed on our website qbcc.qld.gov.au

DETAILS OF APPLICANT REQUESTING SEARCH

Name _____

Contact address _____

State _____ Postcode _____

Contact numbers _____ Mobile _____

Your reference _____ QBCC Lic No. _____

Email _____


Application is made to the Queensland Building and Construction Commission for a certificate stating whether or not an insurance agreement has been entered into for the house building/construction on land described below.

Unit number _____ Street number _____

Street name _____

State _____ Postcode _____

Signature _____ Date / /

 **Our fees and charges generally increase on 1 July each year. The last fee increase occurred on 1 July 2023 in line with legislative requirements. There will be no increase to the Insurance Search Request fee for the financial year beginning 1 July 2024.**

The QBCC will accept payment of \$51.30 per search by credit card, cash, cheque or money order. Make cheques payable to Queensland Building and Construction Commission. Do not send cash through the mail. Where incorrect or incomplete information is supplied and a search is produced, any search requests on additional information may attract a further fee of \$51.30.

Lot number _____ Registered Plan number _____ BUP/GTP/SP number _____

Previous descriptons (e.g. Sub, Resub, Allot, Section, Portion) _____

For an accurate and timely response, please provide:

- Current and previous property description
- Copy of registered plan
- For unit developments 3 storeys or under, a full copy of BUP/GTP/SP

PAYMENT OPTIONS

I will pay at a QBCC office when returning this form in person _____ Credit card _____

Name of card holder _____

Credit card number _____

Expiry date / **Total amount \$** _____

