

BODY CORPORATE FACT SHEET

Accessing Body Corporate Records

Who can look, what it costs, and how long it takes

A body corporate keeps a substantial set of records, and the right to see them is wider than most people expect. Owners, buyers, mortgagees and tenants can all get access, and the body corporate has a statutory deadline to respond.

The fees below took effect on 1 July 2026 and are set by legislation. A body corporate cannot charge more than the prescribed fee, and cannot add a separate charge for a manager's time.

1. Who can get access

Who	Basis
An owner of a lot in the scheme	Entitled as of right.
A mortgagee of a lot	Entitled as of right.
The buyer of a lot	Entitled as of right.
Anyone with a proper interest	Must satisfy the body corporate of a proper interest in the records — a tenant seeking information about living in or using a lot is the worked example given in the guidance.
An agent	The agent of any person in this list.

Committee members must be given reasonable access to inspect the records at no cost — except that a body corporate does not have to give a committee member privileged records where legal action between the body corporate and that member has started or is threatened.

2. How to ask, and the seven-day clock

Within 7 days of receiving a written request and payment of the fee, the body corporate must permit inspection at a reasonable time and place, or give the person a copy of the record.

If you want copies sent to you, you must identify the documents you want. You do not have to personally search the records to obtain copies of identifiable documents. The body corporate can only charge the copying fee when supplying copies — a search fee applies only if you inspect the records in person.

Failing to give access is an offence

It is an offence for a body corporate not to allow access to its records when requested. A fine of \$3,454 (current from 1 July 2026) or more applies.

3. What it costs

Inspection and copies — BCCM Act schemes

Service	Fee from 1 July 2026
Inspecting the records — lot owner	\$20.70

Service	Fee from 1 July 2026
Inspecting the records — lot owner, Specified Two-lot Schemes Module	No fee for the first request; \$20.70 thereafter
Inspecting the records — person who is not a lot owner	\$39.75
Inspecting the records — lot owner or body corporate in the same layered scheme	\$20.70
Inspecting the records — other party in the same layered scheme	\$39.75
Copies	\$0.75 per page

Schemes under the Building Units and Group Titles Act 1980

The inspection fees are different, and a BUGTA reader who applies the figures above will be wrong.

Service	Fee from 1 July 2026
Inspection by a lot owner, mortgagee or their agent	\$22.10
Inspection by a purchaser of a lot or their agent	\$43.45
Names and addresses of committee members or the body corporate manager	\$43.45
By-laws	\$0.75 per page

Body corporate certificate

Service	Fee from 1 July 2026
Body corporate certificate (BCCM Form 33 or Form 34; BUGTA Form 18)	\$86.95
A further certificate requested within 3 months of a previous request	\$73.90
Priority — supplied within 24 hours	Additional \$31.00, refundable if not delivered within 24 hours

Three things about the fees

The fees and charges increase on 1 July each year. On 1 July 2026 they increased by 3.4%.

You do not have to pay GST.

The body corporate cannot charge any other costs for giving you the information — including a charge for the body corporate manager's time.

Preparation of a seller disclosure statement is different: there is no prescribed fee, and a body corporate manager sets their own charge for it.

4. What is exempt

The grounds for refusing access are narrow. A body corporate can refuse to make available:

- material it reasonably believes is defamatory
- communications subject to legal professional privilege.

The body corporate cannot refuse to make documents available because of privacy legislation.

5. What the records contain

Knowing what exists makes a request far more effective. A body corporate must keep:

Record	What it holds
The roll	Each lot and its owner, and the contribution and interest schedule lot entitlements.
Register of assets	Any asset valued at more than \$1,000 — a brief description; if bought, its cost and where and when; if a gift, the estimated value and who gave it.
Register of engagements and authorisations	Body corporate managers, service contractors and letting agents — names, duties, remuneration, engagement terms, and the original contracts.
Register of common property authorisations	Improvements to common property authorised for owners, and use of common property authorised for contractors or letting agents — when the resolution was passed, a description of the authorised area, and any conditions imposed.
Register of exclusive use allocations	Which lots hold exclusive use of which areas.
Register of reserved issues	Issues the body corporate has decided its committee cannot determine, with the date of each decision. A copy must be given to all owners with each AGM notice.

Minutes of committee and general meetings, financial statements, contribution notices, insurance policies and correspondence also form part of the records. Most records must be kept indefinitely; some may be disposed of after 6 years and some after 2, and taxation requirements may run longer.

6. The body corporate certificate

The certificate is the standard search document for a sale. It is completed on BCCM Form 33 — or Form 34 for specified two-lot schemes, or BUGTA Form 18 for schemes under the Building Units and Group Titles Act 1980.

It must be requested in writing with the fee. The body corporate must give it within 5 days of the request, or within 24 hours for the additional priority fee if it is able to. It may be requested by the lot owner, a mortgagee of the lot, a buyer under a contract for the sale of the lot, someone given a seller disclosure statement, anyone who proves a proper interest, or an agent of any of these.

It is a snapshot, not a warranty

The information on the certificate is only accurate on the day it is issued, and the date of issue appears on the first page. Before settlement, a buyer or seller can request a new certificate or ask for access to the records to get up-to-date financial information.

If the body corporate cannot prepare a certificate because its records are missing, destroyed or in disarray, it must instead give a written statement to that effect, which the seller passes to the buyer.

7. If access is refused

Access disputes follow the standard pathway: self-resolution first, in writing so there is evidence of the attempt, then conciliation, then adjudication through the BCCM office.

Source and disclaimer

Source: Queensland Government body corporate guidance at www.qld.gov.au/housing/body-corporate, current at 2 September 2026.

Fees are those published at www.qld.gov.au/housing/body-corporate/records/fees-for-access, effective 1 July 2026, and are indexed annually. Confirm the current figures before relying on them.

BCCM information line 1800 060 119 · www.qld.gov.au/bodycorporate

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Talk to us

If this raises a question about your scheme, we are happy to help.

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