

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 personal information on this form to process your request for an insurance search under the Queensland Home Warranty Scheme. This is authorised by the QBCC Act. The QBCC will not be able to process your request if all or some of the information is not provided.

The information will only be disclosed by the QBCC to another party with your consent, or as authorised or required by law.

Visit the [QBCC Privacy Policy](#) for more information, including steps to access and amend your personal information, or submit a privacy complaint.

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 D D / M M / Y Y Y Y



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 descriptions
(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

M M / Y Y

Total amount \$