**附件17**

**中 山 市**

**业 主 委 员 会 备 案 表**

**物业项目名称：**

**申请时间：**

# 填 表 说 明

一、召开业主大会会议选举产生业主委员会进行备案的，须按本表格内所列栏目认真填写（一式一份），并提交以下资料到市物业管理行业协会，由物业协会核对后，向市住房和城乡建设局备案。备案应提交以下资料：

（一）中山市业主委员会备案申请表；

（二）业主大会会议记录和会议决定；

（三）选举投票统计表；

（四）投票表决通过的《管理规约》、《业主大会议事规则》（需经当选的业主委员会全体成员签名）；

（五）业主委员会成员（候补委员）名册，包括职务及姓名、性别、年龄、所拥有物业的房号、联系电话、简历；

（六）业主委员会委员身份证及房产证明复印件和交纳物业服务费用及住宅专项维修资金的证明文件等；

（七）其他提请业主大会表决事项的决议内容；

（八）业主大会筹备期间相关公示和大会现场相片若干。

上述需要提交的材料应按规定装订成册，规格为A4纸幅面，以上提交的资料为复印件的，需提供原件进行核对。

备注：选举产生的业主委员会委员及表决的《业主大会议事规则》及《管理规约》，应当经专有部分占建筑物总面积过半数的业主且占总人数过半数的业主同意，才符合法规规定及有效。

# （住宅小区名称） 概况

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 物业项目名称 |  | | | | | |
| 物业项目地址 |  | | | | | |
| 四至 | 东至： |  | | 西至： | |  |
| 南至： |  | | 北至： | |  |
| 建筑物总面积（M2） | 住宅专有部分面积面积 | | 商业专有部分面积面积 | | 产权车位（车库）专有部分面积 | |
|  |  | |  | | (计入用于确定业主投票权数的需填写) | |
| 业主总人数 | 住宅业主人数 | | 商业业主人数 | | 产权车位（车库）专有部分业主人数 | |
|  |  | |  | | (同上) | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **（住宅小区名称） 业主大会筹备组成员名单**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 业主大会筹备组成立时间 | |  | | | | 业主代表占筹备组比例 | **%** | | | 业主大会筹备组成  员名单公告的位置 | |  | | | | 业主大会筹备组成员名单公告的时间 |  | | | 序号 | 姓名 | 性别 | 年龄 | 政治面貌 | 学历 | 工作单位（职务） | 楼座 房号 | 备注 | | 1 |  |  |  |  |  | 镇(区)住建局代表 |  | 组长 | | 2 |  |  |  |  |  | 居(村)民委员会代表 |  |  | | 3 |  |  |  |  |  | 建设单位代表 |  |  | | 4 |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  | | 11 |  |  |  |  |  |  |  |  | | 12 |  |  |  |  |  |  |  |  | | 13 |  |  |  |  |  |  |  |  | | 14 |  |  |  |  |  |  |  |  | | 15 |  |  |  |  |  |  |  |  | |

**业主大会会议召开情况及选举产生业主委员会名单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 业主大会会议召开  时间、地点、形式 | | | | | | | | | 时间： | | | | | | | | | | | | | | | | | | |
| 地点： | | | | | | | | | | | | | | | | | | |
| 按照第 种形式召开：1、书面征求意见。2、集体讨论。 | | | | | | | | | | | | | | | | | | |
| 建筑物总面积（M2） | | | | ㎡ | | | | | 总票数  （业主总人数） | | |  | | 发出选票 | | 张 | | 收回选票 | | 张 | | | 未收回选票 | | | 张 | |
| 收回有效票 | | | | 张 | | | | | 收回无效票 | | | | | 张 | | | | 收回弃权票 | | 张 | | | | | | | |
| 记票人 | | | |  | | | | | 监票人 | | | | |  | | | | 唱票人 | |  | | | | | | | |
| **一、业主委员会委员候选人选举情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | | 性别 | | 年龄 | | 政治  面貌 | | 学历 | 工作单位 | | | | 房号 | 身份证号码 | | | 联系电话 | | 同意  票数 | | 同意率 | | | 同意  面积 | | 同意率 |
| 1 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 2 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 3 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 4 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 5 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 6 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 7 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 序号 | 姓名 | | 性别 | | 年龄 | | 政治  面貌 | | 学历 | 工作单位 | | | | 房号 | 身份证号码 | | | 联系电话 | | 同意  票数 | | 同意率 | | | 同意  面积 | | 同意率 |
| 8 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 9 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 10 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 11 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 12 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 13 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 14 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| 15 |  | |  | |  | |  | |  |  | | | |  |  | | |  | | 张 | | % | | | ㎡ | | % |
| **当选为业主委员会委员名单（需提供楼座房号、姓名）** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **二、《业主大会议事规则》（草案）及《管理规约》（草案）表决情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 《管理规约》（草案） | | 同意票数 | | | | 同意率% | | 同意面积 | | | 同意率% | | 《业主大会议事规则》（草案） | | | | 同意票数 | | 同意率% | | 同意面积 | | | 同意率% | | | |
|  | | | | % | |  | | | % | |  | | % | |  | | | % | | | |

|  |  |
| --- | --- |
| **备案人关于成立业主大会选举业主委员会的申请说明** | 镇(区) 路（街）的 商住小区（大厦、工业园区）在属地镇人民政府（街道办事处）、住建局、居（村）委会的指导、协助下，按照《物业管理条例》、《广东省物业管理条例》、《业主大会和业主委员会指导规则》（建房〔2009〕274号）等物业管理法律法规及相关文件规定，组织召开了业主大会会议，选举产生首届（第 届）业主委员会及表决通过了《管理规约》、《业主大会议事规则》，现申请业主委员会备案。  本届选举产生的业主委员会委员保证所提供的备案材料及选举程序符合有关法规规定，如有虚假，愿意承担所产生的一切法律后果。  业主委员会主任签名：  业主委员会委员签名：  提交人签名：  年 月 日 |
| **居（村）委会**  **意见** | 经办人（盖章）：  年 月 日 |
| **镇人民政府（街道办事处）【镇（区）住 建 局】 意 见** | 经办人（盖章）：  年 月 日 |
| **备 案 单 位 意 见** | 经办人（盖章）：  年 月 日 |
| **备 注** |  |