



Date of Request _____

Request for Owners Corporations Certificate

Owners Corporations Act 2006 Section 151, Owners Corporations Regulations 2018 & Owner Corporation Rules OC 22 (12/07)

To: The Owners Corporation

Name and Plan Number of Owners Corporation

Requested By: Name(s)

Address

Postal address (if different from above)

Telephone number

Email address (if applicable)

I am/we are a:

A Lot Owner of lot number(s)

or

An authorized person (proxy holder)

of a Lot Owner to act on their behalf

Other (please specify)

I/We request a copy of the Owners Corporation Certificate for the lot/s:

Lot number(s)

Lot address (if different from above)

How to lodge and pay. The fee (inc. GST) for each certificate is delivery time based, as follows; each certificate is valid for date of delivery only.

\$183.13 (6-10 days); or \$274.70 (3-5 days); or \$329.60 (within 2 days).

➤ **Multiple OC sites will each attract an additional further fee for each subsequent additional Certificate/s;**

\$100.68 (6-10 days); or \$151.03 (3-5 days); or \$181.23 (within 2 days).

Payment can be made by: (bank deposit or credit card)

Bank Deposit (EFT):

Bank: **Macquarie**
Account Name: **AOCM General Account**
Account Number: **BSB: 183-334 Account No: 306 269 317**
Date of Deposit: _____
Reference: **Lot No:** _____
Owner/s Name: _____
Total Amount: \$ _____

OR

Credit Card:



TOTAL Amount: _____
Name on Card _____
Credit Card Number _____
Expiry Date _____
Signature _____

Original handwritten signature is required.

By completing this credit card authorisation, I hereby authorise the debit of my credit card for the amount stated on this form. By signing below, I confirm the information above is and correct and understand that a convenience fee of **VISA/MasterCard 1.8%/AMEX: 2.8%** will apply for all credit card transactions. The transaction will appear on your credit card statement as **Real Estate Payment - RR, Australia.**

Lodge this form by Email : enquiries@aocm.com.au

Suite 1118, Level 11, 1 Queens Road, Melbourne, VIC, 3004

T: +61 3 9863 9100 – aocm.com.au



What happens next?

The Owners Corporation will issue the certificate within 10 business days of receiving cleared payment and the application form.

Additional Information:

A Certificate ***standard delivery*** is within **10 business days** for \$166.48 +GST = **\$183.13 inc. GST.**

A Certificate ***express delivery*** is within **3-5 business days** for \$249.73 +GST = **\$274.70 inc. GST.**

A Certificate ***urgent delivery*** is within **1-2 business days** for \$299.64 +GST = **\$329.60 inc. GST.**

Multiple Owner Corporation sites will each attract an additional further fee for each subsequent additional Certificate/s;

Additional Certificate ***standard delivery*** is within 10 business days for \$91.53 + GST = **\$100.68 inc. GST.**

Additional Certificate ***express delivery*** is within 3-5 business days for \$137.30 + GST = **\$151.03 inc. GST**

Additional Certificate ***urgent delivery*** is within 1-2 business days for \$164.75 + GST = **\$181.23 inc. GST.**

Noting;

- The certificate fee is per Owners Corporation and per lot, so multiple lots and/or **multiple Owners Corporations will attract higher fees.**
- If your property has more lots, standard delivery certificate, will cost \$173.16 inc. GST multiplied by the number of lots.
- If your property belongs to multiple Owners Corporations, standard delivery certificate, will cost as per the delivery time selected plus the multiple certificate cost; times by the number of the Owners Corporations.
- Please also note, for any Owners Corporation Certificate; **updates cannot be provided, and a new certificate would be required.**
- **These fees and requirements are statutory as per the Owners Corporation Act and not negotiable.**
- Please note, payment is nonrefundable unless cancelled in writing within 24 hours of original request, in which case a 50% administration fee will be deducted from any refund.
- If you require a Tax Invoice, please advise our office.

If you wish to proceed with your order, please confirm your choice by return email and providing all requested details, by completing the request form and returning it to our office.

Upon receipt of your payment, your certificate/s will thereafter be prepared and emailed to you.

Yours faithfully,
Australian OC Management Pty Ltd

Suite 1118, Level 11, 1 Queens Road, Melbourne, VIC, 3004

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