

Request for copy of owners corporation certificate

Owners Corporations Act 2006 Section 151, Owners Corporations Regulations 2007 and Owners Corporation Rules

Date of notice	
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To: the owners corporation

Name	
Owners corporation plan number	

From:

Name(s)	
Address	
Postal address (if different from above)	
Telephone number	
Email address (if applicable)	

I am/we are a: (mark applicable box with an X)

A lot owner

<input type="checkbox"/>	of lot number(s)	<input type="text"/>
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An authorised person (proxy holder) of a lot owner to act on their behalf

<input type="checkbox"/>		
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Other

<input type="checkbox"/>	(please specify)	<input type="text"/>
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I/We request a copy of the owners corporation certificate for the lot:

Lot number(s)	
Lot address (if different from above)	

How to lodge and pay

There are maximum amounts an owners corporation can charge for issuing a certificate. For a list of the fee limits, visit consumer.vic.gov.au/ocfees

Payment can be made by:

EFT or Cheque

Lodge this form by: (owners corporation to insert relevant details such as post, fax and in person)

Post to: Fawkner May 560 Camberwell Road Camberwell Vic 3124

Email to: info@fawknermay.com.au

Telephone enquiries to: 1300 798 299

What happens then?

The owners corporation will issue the certificate within 10 business days of receiving this application and payment.