

Date of Request

Request for Copy of Certificate

Owners Corporations Act 2006 Section 151, Owners Corporations Regulations 2007 and Owners Corporation Rules OC 22 (12/07)

To: The Owners Corporation

Name and Plan Number of Owners Corporation

From: Name(s)

Address

Postal address (if different from above)

Telephone number

Email address (if applicable)

I am/we are a: (tick applicable box)

A Lot Owner of lot number(s)

An authorised 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:

Lot number(s)

Lot address (if different from above)

How to lodge and pay

The fee for a copy of the certificate is up to \$150 (includes GST).

Payment can be made by: (Owners Corporation to insert relevant details such as cheque, money order, credit card)

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

What happens then?

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