

Owners Corporation Certificate Request Form

(From 01 July 2019)

All **OC Certificate Requests** and subsequent **Balance Update Enquiries** must be in writing.

Post Strata Community Managers Pty Ltd, PO Box 7042, MELBOURNE VIC 3004

Email contact@scmanagers.com.au (A must for **Options 2 & 3**)

Conditions Refer to **Payment Options** and **Delivery Timeframe** and **General Conditions** below.

PROPERTY DETAILS

Plan # _____ Lot # _____ Unit # _____
(If different to Lot #)

Property Address _____

Anticipated Settlement Date _____
(If known)

APPLICANT DETAILS

Representing VENDOR PURCHASER **Your Reference** _____
(Optional)

Name _____

Company _____
(If applicable)

Email _____
(Certificates will be delivered to this address)

Mobile _____ **Phone** _____

OWNERS CORPORATION (OC) MEMBERSHIP & FEE

	1 OC	2 OCs	3 OCs	4 OCs
Option 1	\$157.05	\$243.39	\$329.73	\$416.07
Option 2	\$235.57	\$365.08	\$494.59	\$624.11
Option 3	\$282.65	\$438.06	\$593.48	\$748.90

APPLICANT TO SIGN

Signature _____ Date _____

By signing, the Applicant acknowledges the Conditions.



CONDITIONS

Payment Options

Cheque (payable to 'Strata Community Managers Pty Ltd') – **Option 1 ONLY**

Electronic Funds Transfer (EFT) - Options 1, 2 & 3

BSB 083419
 Account No. 842916365

Delivery Timeframe

	Method	Payment
Option 1 6-10 business days from receipt of Request	Post/Email	Cheque/EFT
Option 2 3-5 business days from receipt of Request	Email	EFT
Option 3 2 business days from receipt of Request	Email	EFT

General Conditions

- All **OC Certificate** and **Balance Update** Requests must be in writing.
- A Request includes the signed, written application as well as cleared funds representing the appropriate fee.
- A Request received after 5:00 pm is taken to have been received 9:00 am the next business day.
- The first business day ends 5:00 pm the day after a Request is received.
- Certificate(s) will be emailed to the Applicant's nominated email address by 5:00 pm the day they are due, if not earlier.

OFFICE USE ONLY (APPLICANT TO LEAVE BLANK)

Request

Form Received _____ Method _____

Payment Received _____ Method _____

Certificate Due _____

Certificate

Production Date _____

Issued by _____

Signature _____

TAX INVOICE (WHEN PAID)

Strata Community Managers Pty Ltd - ABN 28 167 553 273

Total (Includes 10% GST) \$ _____

