

Owners Corporation Certificate Application Form

Owners Corporations Act 2006 Section 151, Owners Corporations Regulations 2018 and Owners Corporation Rules

Date of Request **Certificates Priority Level**

The Owners Corporation

Name and Plan Number of the Owners Corporation

I/we request a copy of the Owners Corporation Certificate/s for the Lot(s):

Lot number(s)

Lot Street Address

Lot Owner Name on Title

Applicant's Details

Name(s)/Company

Postal Address

Email Address (the certificate will be emailed unless otherwise specified)

Telephone number

Applicant Reference Number (if Applicable)

Cost of Owners Corporation Certificates as at 1 July 2023

Number of Owners Corporations the Lot forms part of	Standard	Semi-Urgent	Urgent
	6-10 Business Days	3-5 Business Days	2 Business Days
1 Owners Corporation	\$168.00	\$252.00	\$303.00
2 Owners Corporations	\$260.00	\$391.00	\$469.00
3 Owners Corporations	\$352.00	\$530.00	\$635.00
Unit Cost for any Additional Owners Corporations	\$92.00	\$139.00	\$166.00

Accepted Methods of Payment

Payment via EFT:

Bank: National Australia Bank
 Account Name: LR Reed (City) Pty Ltd OC Certificates
 BSB: 083-004
 Account #: 828879959
 Reference*: (Plan Number)/(Lot Number)

*EFT reference is **essential** to identify your payment.
 Please email your application and EFT payment receipt to Deanna: deannaw@lrreed.com.au

Payment via Cheque:

Please make your cheque payable to:
 'LR Reed (City) Pty Ltd – OC Certificates'

Post cheque along with this application form to:

LR Reed (City) Pty Ltd
 Level 1/405 Collins Street
 MELBOURNE VIC 3000

What happens next?

The Certificate(s) will be issued within the number of business days listed above, once the application and payment are received. Certificates are only valid for the date of issue and we strongly recommend updated Certificates are obtained prior to settlement.