



# Owners Corporation Certificate Application Form

Date of Request:

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

## The Owners Corporation

Name and Plan Number of Owners Corporation

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

Vendor Name

Lot number(s)

Lot address (if different from above)

## Applicant's Details

Name(s) / Company

Postal Address

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

Telephone number

## Cost of Owners Corporation Certificates as of 1 July 2023

Number of Owners Corporations the Lot is on	Standard	Semi-Urgent	Urgent
	10 Business Days	5 Business Days	2 Business Days
<b>1 Owners Corporation</b>	\$168.60	\$252.91	\$303.45
<b>2 Owners Corporations</b>	\$261.30	\$391.95	\$470.31
<b>3 Owners Corporations</b>	\$354.00	\$531.00	\$637.16
Unit Costs for Additional Owners Corporations	\$92.70	\$139.05	\$166.85

1. No refunds or cancellations will be provided on an already processed order.
2. Any refund request will attract an administration processing fee.
3. Pricing subject to change on 01/07/2024 in line with Department of Treasury and Finance indexation of fees.
4. For primary Lots that have accessory Lots (car parks and storage cages) attached to it, please advise if the accessory Lots will be sold separately or if it is not part of the sale. If no advice is given, accessory Lots' information will be automatically included in the OC Certificate to be issued for the primary Lot.

EFT Payment to –

BSB: **033 059** ACC: **654 608** NAME: **The Knight Alliance**

\*EFT Reference: **OCC** (Plan No) **Lot** (Lot No)

Please email your **application** and copy of your **internet banking receipt** to [OCC@theknight.com.au](mailto:OCC@theknight.com.au).

We cannot begin processing your order until we receive proof of payment.

*\*EFT Reference is vital to identify your payment.*

## What happens then?

The certificate(s) will be issued within the number of business days listed above when this application and evidence of payment are received.

Please note that URGENT certificates will only be issued when there is the capacity to do so – please contact our office to confirm.

## Updates

Certificates are valid only for the date of issue and are valid for three months to obtain a current levy status update.

Please email [OCC@theknight.com.au](mailto:OCC@theknight.com.au) only for updates. **Updates cannot be given over the phone.**