



# Owners Corporation Certificate Application Form

Date of Request:

Owners Corporations Act 2006, Section 151, Owners Corporations Regulations 2007 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 at 1 July 2024

Number of Owners Corporations the Lot is on	Standard	Semi-Urgent	Urgent
	6-10 Business Days	3-5 Business Days	2 Business Days
<b>1 Owners Corporation</b>	\$173.16	\$259.74	\$311.66
Unit Costs for Additional Owners Corporations	\$95.20	\$142.81	\$171.37

EFT Payment to:

BSB: 183 334

ACC: 2554 75741

NAME: Melbourne Owners Corporation Services

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

*\*EFT Reference is vital to identify your payment. Please email your application and EFT payment receipt to:*

[orders@mocs.com.au](mailto:orders@mocs.com.au)

Cheque payment payable to

**'Melbourne Owners Corporation Services'**

and post with this application form to:  
**Melbourne Owners Corporation Services**

**PO Box 2228,  
HAWTHORN VIC 3122**

## What happens then?

The certificate(s) will be issued within the number of business days listed above when this application and payment are received. Please note that URGENT certificates will only be issued when there is capacity to do so and the order needs to be received by 12pm to be processed as **Urgent** order – please contact our office to confirm. Any URGENT re Certificates are valid only from the date of issue, and are valid for three months to obtain a current levy status.