

Owners Corporation Certificate – Application Form

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

Date of Request	
Name of the Owners Corporation	
Owners Corporation Plan Number	

Name of Applicant/Company Name	
Postal Address	
Telephone Number	
Email Address	

(Certificates will be emailed unless otherwise stated)

I/We request a copy of the Owners Corporation Certificate for the lot(s):	
Lot number(s) (include any accessory lots on a separate title)	
Lot address	

(Note: A separate certificate is required for any accessory lot/s on a separate title)

I am/We are a: (tick the applicable box)			
A lot owner		of lot number(s)	
Other		(please specify)	

EFT Payment to: Acct Name: MICM Pty Ltd Owners Corporation Trust Account BSB: 083-004 Acct : 608902491 Bank: National Australia Bank REF: (First 4 letters of Street)(Street #)/(Unit#)OCC eg. 1/178 City Road Southbank = CITY178/1OCC	Credit card: (Visa/MasterCard only) Name on card: Card No: Exp Date: CCV: A 1.5% Merchant fee will apply.
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NOTE: If paying via EFT, you must forward a copy of the payment receipt with this form. Certificates will only be issued once the payment receipt is received.

Cost of Owners Corporation Certificates as at 1 July 2021			
Number of Owners Corporations Certificates	Standard 6-10 Business Days	Important 3-5 Business Days	Urgent 1-2 Business Days
1	\$ 159.38	\$ 239.07	\$ 286.85
2	\$ 247.00	\$ 370.51	\$ 444.57
3	\$ 334.62	\$ 501.95	\$ 602.29
4	\$ 422.24	\$ 633.39	\$ 760.01
5	\$ 509.86	\$ 764.83	\$ 917.73
Each additional certificate required	\$ 87.62	\$ 131.44	\$ 157.72

- The Owners Corporation will issue the certificate within the above listed business days of receiving this application and payment (including a copy of the payment receipt if payment is via EFT)
- It is advised that you contact MICM Property at least 2 working days prior to settlement to confirm current fee status. This updated information is provided free of charge to the original requester, provided that the enquiry is within 3 months of the original Owners Corporation Certificates date of issue.
- Please contact the Owners Corporation via email on OCAdmin@micm.com.au for a levy update prior to settlement.

Completed application form is to be returned to OCAdmin@micm.com.au