

# 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 OC \_\_\_\_\_

Owners Corporation Plan Number \_\_\_\_\_

Name of Applicant/Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

(Certificates will be emailed unless otherwise stated)

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       Other

(tick the applicable box)

## EFT Payment

### Account Name:

MICM Pty Ltd Owners Corporation  
Trust Account

BSB: 083-004

Account: 608902491

Bank: National Australia Bank

### REF:

(First 4 letters of Street)(Street #)  
/(Unit#)OCC

eg. 1/178 City Road Southbank  
= CITY178/1OCC

**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.**

## Credit card

### Name on card

Card No: \_\_\_\_\_

Exp Date: \_\_\_\_\_

CCV: \_\_\_\_\_

A 1.5% Merchant fee will apply.

## 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	\$ 162.14	\$ 243.20	\$ 291.81
2	\$ 251.28	\$ 376.91	\$ 452.26
3	\$ 340.42	\$ 510.62	\$ 612.72
4	\$ 429.56	\$ 644.34	\$ 773.17
5	\$ 518.70	\$ 778.05	\$ 933.62
Each additional certificate required	\$ 89.14	\$ 133.71	\$ 160.45

**Submit  
Form**

Click 

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](mailto:OCadmin@micm.com.au) for a levy update prior to settlement.

Or email completed form to:  
[OCadmin@micm.com.au](mailto:OCadmin@micm.com.au)

**micm**property