# owners certificate

s.151 *Owners Corporation Act 2006* and r.11 Owners Corporations Regulations 2007

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| Owners corporation number |  |
| Address |  |
| This certificate is issued for lot |  | on plan of subdivision number |  |
| Postal address |  |
| Applicant for the certificate |  |
| Address for delivery of certificate |  |
| Date that the application was received |  |

## Important:

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| The information in this certificate is issued on (insert date) |  |

You can inspect the owners corporations register for additional information and you should obtain a new certificate for current information prior to settlement.

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|  | The current annual fees for the lot \*per quarter or \*annually (\*strike out if not applicable) are: |
|  | *Sample 1*$400 per quarter*Sample 2*$1,600 annually |
|  | The date which the fees for the lot have been paid up to is: |
|  | *Sample 1*The fees are paid up to 31 December 2017.*Sample 2*The fees are paid in part to 31 December 2017. |
|  | The total of any unpaid fees or charges for the lot is: |
|  | *Sample 1*NIL*Sample 2*The unpaid fees total $300*Sample 3*The unpaid fees total $300 which includes penalty interest of $36 |
|  | The special fees or levies which have been struck, and the dates on which they were struck and are payable are: |
|  | *Sample 1*NIL*Sample 2*A levy of $5,000 to cover gardening costs not budgeted for was struck on 5 May 2017 and is due on 5 December 2017*Sample 3*A levy of $3,500 to cover the cost of repairs to the garage door was struck on 5 May 2017 and is due on 5 December 2017 |
|  | Repairs, maintenance or other work which has been or is about to be performed, and which may incur additional charges not included in annual fees, maintenance fund or special fees as set out above: |
|  | *Sample 1*NIL*Sample 2*The committee is investigating the cause of water leaks in the garage. A special fee will be levied to remedy the cause of the water leaking into the garage.*Sample 3*Quotations are being obtained to paint the fence. The quotes and scope of the work will be considered at the next annual general meeting. |
|  | The owners corporation has the following insurance cover:* company name: ABC Insurance
* policy number: 000112233
* type of policy: Reinstatement and Replacement Insurance
* buildings covered: High T Towers
* building amount: $9,000,000
* public liability amount: $20,000,000
* renewal date: 31 December 2017
 |
|  | Has the owners corporation resolved that the members may arrange their own insurance under section 63 of the Act? If so, provide the date of that resolution: |
|  | *Sample 1*No*Sample 2*The members resolved to take out their own insurance on 15 November 2016 |
|  | The total funds held by the owners corporation: |
|  | The total funds should report the best available statement of financial position of the owners corporation*Sample 1* |
| The statement of financial position at the end of the last financial year of the owners corporation on (insert date) |
|  | was: |
| * Assets:
 | $ |  |
| * Maintenance fund (if prescribed owners corporation):
 |
| * Liabilities:
 | $ |  |
| * Maintenance plan (if prescribed owners corporation):
 |
| Total funds = | $ |  |
| *Sample 2*The total funds held by the owners corporation as set out in the financial statements prepared for the owners corporation on (insert date) |
|  | are as follows: |
| * Assets:
 | $ |  |
| * Maintenance fund (if prescribed owners corporation):
 |
| * Liabilities including any items in special fees (item 5) and liabilities (item 10):
 |
|  | $ |  |
| * Maintenance plan (if prescribed owners corporation):
 |
| Total funds = | $ |  |
|  |
|  | Are there any liabilities of the owners corporation that are not covered by annual fees, special levies and repairs and maintenance as set out above? If so, provide details: |
|  | *Sample 1*NIL*Sample 2*The owners corporation has resolved to recover unpaid fees of $14,000. The owners corporation may resolve to strike a special fee to cover the deficit and the cost of the recovery of the fees.*Sample 3*The owners corporation approved the budget for 2016 to 2017 on 18 August 2016. The owners corporation may resolve to strike a special fee to cover the additional administrative and management costs to establish the maintenance plan and owners corporation register. |
|  | Are there any current contracts, leases, licences or agreements affecting the common property? If so, provide details: |
|  | Window Washers Pty dated |  | for 3 years for window washing services |
| Garbage Collectors Pty Ltd dated |  | for 2 years for garbage collection services |
| Lift Maintainers Pty Ltd dated |  | for 20 years for lift maintenance services |
| Lot 2 dated |  | for 99 years for use of common property for a car parking space |
|  |
|  | Are there any current agreements to provide services to lot owners, occupiers or the public? If so, provide details: |
|  | *Sample 1*On 1 April 2017 the owners corporation resolved to provide window washing services to lots at the cost of each member on the request of the members.*Sample 2*The owners corporation on 15 November 2016 resolved by special resolution to inspect and maintain all essential safety measures in lots twice a year, at the cost of each member.*Sample 3*The owners corporation on 16 March 2017 resolved by special resolution to enter into an agreement to provide Foxtel to lots, at the cost of each member. |
|  | Are there any notices or orders served on the owners corporation in the last 12 months that have not been satisfied? If so, provide details: |
|  | *Sample 1* |
| There are no notices or orders as at (insert date) |  |
| *Sample 2*VCAT Order No 12345OC dated 15 November 2016 ordered the owners corporation to pay the excess, make the insurance claim and make good the damage to the ceiling of Lot 4 caused by the bursting of the hot water service. |
|  | Are there any legal proceedings to which the owners corporation is a party and any circumstances of which the owners corporation is aware that are likely to give rise to proceedings? If so, provide details: |
|  | *Sample 1* |
| The \*manager/\*secretary is not aware of any legal proceedings as at (insert date) |  |
| *Sample 2*The owners corporations is seeking legal advice as to the options to rectify the building defects on the common property after the failure to obtain a special resolution |
|  | Has the owners corporation appointed or resolved to appoint a manager? If so, provide details: |
|  | A manager is appointed.The manager is Good Manager Pty Ltd of 123 Manager Street, Melbourne |
|  | Has an administrator been appointed for the owners corporation, or has there been a proposal for the appointment of an administrator? |
|  | *Sample 1*No administrator is appointed.*Sample 2* |
| The \*manager/\*secretary is not aware of any proposal to appoint an administrator as at (insert date) |  |
| *Sample 3*An administrator was appointed by VCAT on (insert date) |  |
|  |
|  | Documents required to be attached to the owners corporation certificate are: |
|  | * A copy of all resolutions made at the last annual general meeting
* A copy of the consolidated rules registered at Land Victoria
* A copy of Schedule 3 of the Owners Corporations Regulations 2007 entitled “Statement of advice and information for prospective purchasers and lot owners”
 |
|  | Note:More information can be obtained by an inspection of the owners corporation register.Please make your request to inspect the owners corporation register in writing to:Good Manager Pty Ltd of 123 Manager Street, Melbourne |

This owners corporation certificate was prepared by:

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| Postal address |  |
| (signature) |  |
| (print name) |  |
| (name of management company if relevant) as delegate of the owners corporation |  |
| **The common seal of owners corporation number**was affixed in accordance with section 20 of the *Owners Corporations Act* *2006* and in the presence of: | **Example owners corporation common seal: "Owners corporation plan no. PS 123456"** |

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| Signature of lot owner |  |
| Name of lot owner (block letters) |  |
| Lot number |  |
| Date |  |

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| --- | --- |
| Signature of lot owner |  |
| Name of lot owner (block letters) |  |
| Lot number |  |
| Date |  |