

SAMPLE OWNERS CORPORATION CERTIFICATE

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

Owners Corporation No.....

Address:.....

This certificate is issued for Lot..... on Plan of Subdivision No:.....

Postal address is.....

Applicant for the certificate is.....

Address for delivery of certificate.....

Date that the application was received.....

IMPORTANT:

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.

1.	The current annual fees for the lot for each *quarter or *annually (*strike out if not applicable) are:
	<i>Sample 1</i> \$400 per quarter <i>Sample 2</i> \$1,600 per annually
2.	The date to which the fees for the lot have been paid up to is:
	<i>Sample 1</i> The fees are paid up to 31 December 2007. <i>Sample 2</i> The fees are paid in part to 31 December 2007.
3.	The total of any unpaid fees or charges for the lot are:
	<i>Sample 1</i> NIL <i>Sample 2</i> The unpaid fees total \$300 <i>Sample 3</i> The unpaid fees total \$300 which includes penalty interest of \$36
4.	The special fees or levies which have been struck, and the dates on which they were struck and are payable are:
	<i>Sample 1</i> NIL <i>Sample 2</i> A levy of \$5,000 to cover gardening costs not budgeted for was struck on 15 November 2007 and is due on 15 December 2007 <i>Sample 3</i> A levy of \$3,500 to cover the cost of repairs to the garage door was struck on 15 November 2007 and is due on 15 December 2007
5.	The repairs, maintenance or other work which has been or is about to be performed which may incur additional charges which have not been included above annual fees, maintenance fund and special fees are:

6.	<p><i>Sample 1</i> NIL</p> <p><i>Sample 2</i> The committee are investigating the causes of water leaks in the garage. A special fee will be levied to remedy the cause of the water to leak into the garage.</p> <p><i>Sample 3</i> Quotations are being obtained to paint the fence. The quotes and scope of the work will be considered at the next annual general meeting.</p>
7.	<p>The owners corporation has the following insurance cover:</p> <ul style="list-style-type: none"> (a) the name of the company- ABC Insurance (b) the number of the policy-000112233 (c) the kind of policy-Reinstatement and Replacement Insurance (d) the buildings covered-High T Towers (e) the building amount is \$9,000,000 (f) the public liability amount-is \$20,000,000 (g) (vii) the renewal date is 31 December 2007
8.	<p>Has the owners corporation resolved that the members may arrange their own insurance under section 63 of the Act? If so then provide the date of that resolution:</p>
	<p><i>Sample 1</i> No</p> <p><i>Sample 2</i> The members resolved to take out their own insurance on 15 November 2007</p>
9.	<p>The total funds held by the owners corporation:</p>
	<p>The total funds should report the best available statement of financial position of the owners corporation</p> <p><i>Sample 1</i> The statement of financial position at the end of the last financial year of the owners corporation on.....:</p> <ul style="list-style-type: none"> ○ Assets: \$..... ○ Maintenance fund (if prescribed owners corporation) ○ Liabilities: \$..... ○ Maintenance plan (if prescribed owners corporation) <p>Total funds= \$.....</p> <p><i>Sample 2</i> The total funds held by the owners corporation as set out in the financial statements prepared for the owners corporation on are as follows:</p> <ul style="list-style-type: none"> ○ 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) <p>Total funds= \$.....</p>
10.	<p>Are there any liabilities of the owners corporation that not covered by annual fees, special levies and repairs and maintenance as set out above? If so, then provide details:</p>
	<p><i>Sample 1</i> NIL</p>

	<p><i>Sample 2</i></p> <p>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.</p> <p><i>Sample 3</i></p> <p>The owners corporation approved the budget for 2007 to 2008 on 18 August 2007. 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.</p>
11.	Are there any current contracts, leases, licences or agreements affecting the common property. If so, then provide details:
	<ol style="list-style-type: none"> 1. Window Washers Pty datedfor 3 years for window washing services 2. Garbage Collectors Pty Ltd dated..... for 2 years for garbage collection services 3. Lift Maintainers Pty Ltd dated for 20 years for lift maintenance services 4. Lot 2 dated..... for 99 years for use of common property for a car parking space
12.	Are there any current agreements to provide services to lot owners, occupiers or the public? If so, then provide details:
	<p><i>Sample 1</i></p> <p>On 1 April 2007 the owners corporation resolved to provide window washing services to lots at the cost of each member on the request of the members.</p> <p><i>Sample 2</i></p> <p>The owners corporation on 15 November 2004 resolved by special resolution to inspect and maintain all essential safety measures in lots twice a year, at the cost of each member.</p> <p><i>Sample 3</i></p> <p>The owners corporation on 16 March 2004 resolved by special resolution to enter into an agreement to provide foxtel to lots, at the cost of each member.</p>
13.	Are there any notices or orders served on the owners corporation in the last 12 months that have not been satisfied are? If so, then provide details:
	<p><i>Sample 1</i></p> <p>There are no notices or orders as at(insert date)</p> <p><i>Sample 2</i></p> <p>VCAT Order No 12345OC dated 15 November 2007 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.</p>
14.	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, then provide details:
	<p><i>Sample 1</i></p> <p>The *manager/*secretary is not aware of any legal proceedings as at(insert date)</p> <p><i>Sample 2</i></p> <p>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</p>
15.	Has the owners corporation has appointed or resolved to appoint a manager? If so, then provide details:
	<p>A manager is appointed.</p> <p>The manager is Good Manager Pty Ltd of 123 Manager Street, Melbourne</p>
16.	Has an administrator has been appointed for the owners corporation, or has been a

	proposal for the appointment of an administrator?
	<p><i>Sample 1</i> No administrator is appointed.</p> <p><i>Sample 2</i> The *manager/*secretary is not aware of any proposal to appoint an Administrator as at(insert date)</p>
17.	Documents required to be attached to the owners corporation certificate are:
	<p>A copy of all resolutions made at the last annual general meeting</p> <p>A copy of the consolidated rules registered at Land Victoria</p> <p>A copy of Schedule 3 of the Owners Corporations Regulations 2007 entitled "Statement of Advice and Information for Prospective Purchasers and Lot Owners"</p>
18.	<p>NOTE:</p> <p>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</p>

This owners corporation certificate was prepared by:

..... (signature)

.....(print name)

.....(name of management company if relevant)

as delegate of the owners corporation.

THE COMMON SEAL of OWNERS CORPORATION NO was affixed in accordance with section 20 of the *Owners Corporations Act 2006* and in the presence of:



Signature of lot owner

Signature of lot owner

Name of lot owner (BLOCK LETTERS)

Name of lot owner (BLOCK LETTERS)

Lot No.....

Lot No.....

Date:.....