

APPLICANT REQUIREMENTS

Prior to placing an order for certificates, check that the property is currently under the management of **Engine Owners Corporation Management Pty Ltd** and verify the name of the Manager. You should also confirm the number of lots or owners' corporations applicable to the title.

CERTIFICATE & ATTACHMENTS

In accordance with the Owners Corporations Act 2006, there are certain statutory requirements regarding information to be included in the certificate; accordingly, additional information will be supplied as attachments. Information supplied is valid at the time it is issued. **We recommend obtaining an update prior to settlement** for a current and accurate Owners Corporation Certificate.

PAYMENT INFORMATION

For applications not lodged online, payment must be made by bank transfer. A copy of the bank deposit receipt is to be forwarded with the completed request form. Certificates will not be provided unless proof of payment has been received. Requests are dated from receipt of payment.

Direct Deposit — Bendigo Bank

Account Name: **Engine Owners Corporation Management Pty Ltd**

BSB: **633-000** Account No.: **174 211 383**

Payment Reference: Lot Number and Plan of Subdivision (e.g. **Lot 1100 PS 101010**)

DELIVERY

The delivery date is in line with the service requested, calculated from the date the complete application is received. Certificates are issued electronically via email as detailed on the application form. **Post delivered certificates incur additional administration charges** — see the schedule below. Email your order & receipt to: reception@enginepropertygroup.com.au

SCHEDULE OF FEES

FIRST CERTIFICATE

Service	Delivery Time	Fee (inc. GST)
Standard delivery	Within 6 – 10 business days	\$178.25
Priority delivery	Within 3 – 5 business days	\$267.38
Urgent delivery	Within 2 business days	\$320.82

ADDITIONAL CERTIFICATE/S (only if lot number is the same as the first certificate)

Service	Delivery Time	Fee (inc. GST)
Standard delivery	Within 10 business days	\$98.00 each
Priority delivery	Within 5 business days	\$147.00 each
Urgent delivery	Within 2 business days	\$176.40 each

ADMINISTRATION FEES

Service	Type of Fee	Fee (inc. GST)
Additional Admin	Printing — per page	\$0.22
Additional Admin	Postage — normal delivery	\$9.70
Additional Admin	Postage — registered	\$12.70

IMPORTANT NOTE

Confirm the lot and plan of subdivision number before requesting an OC certificate. Lots affected by multiple Owners Corporations require a certificate for each OC. Each lot you intend to sell requires a separate certificate — this includes car spaces and storage cages with separate lot numbers. If unsure, contact Engine Property Group on 03 9235 9900.

Certificate information is valid at the time of issue. Third parties who applied via another organisation must liaise with that organisation for updates. The applicant is the person/s who made payment to Engine Property Group for the certificate/s.

OWNERS CORPORATION CERTIFICATES REQUEST

ENGINE OWNERS CORPORATION MANAGEMENT PTY LTD

Date / /

Applicant Name

Applicant Phone Number

Applicant Email

Applicant Postal Address

Property Owner

Property Address

Plan of Subdivision

Lot No.

SERVICE SELECTION

CONFIRM QUANTITY & MARK THE SERVICE LEVEL REQUIRED

Service	First Cert. ea.	Add. Cert. ea.	No. First	No. Add.	Subtotal
Standard (10 business days)	\$178.25	\$98.00	_____	_____	\$
Priority (5 business days)	\$267.38	\$147.00	_____	_____	\$
Urgent (2 business days)	\$320.82	\$176.40	_____	_____	\$
TOTAL					\$

The additional certificate fee only applies if the first certificate has the **SAME lot number**. If lot numbers differ, separate applications are required.

DELIVERY PREFERENCE

- Email delivery (standard — included)
- Post delivery (additional charges apply)