

ENGINE PROPERTY GROUP

Manager Partner
Organiser Giver

Applicant requirements

Prior to placing an order for certificates you are advised to 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 and attachments

In accordance with the Owners Corporations Act 2006, there are certain statutory requirements in regards to information to be included in the certificate; accordingly additional information will be supplied as attachments.

Information supplied in the certificate is applicable at the time of delivery and will remain valid for a period of **60 days only**. We recommend that you obtain an update prior to settlement. Updates within the 60 day period will be free of charge; new certificate fees will be applicable after this period has lapsed.

Payment Information

For applications not lodged online, payment will need to be made by bank transfer. Bank details are below. A copy of the bank deposit receipt is to be forwarded to this office together with the completed request form to reception@enginepropertygroup.com.au. Certificates will not be provided unless proof of payment has been provided to this office..

Direct Deposit:

Bendigo Bank:
Engine Owners Corporation Management Pty Ltd
BSB: 633-000
Acc: 174 211 383

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

Delivery

The delivery date will be in line with the delivery service you have required, this is calculated from the date the complete application is received to Engine Property Group office..

Requests will be dated from receipt of payment.

Certificates and attachments will be issued electronically via email as detailed on the application form.

Post delivered certificates will incur additional administration charges. Please refer schedule of print and postal fees on page 2.

Contact for Orders

Please email your order & receipt to: reception@enginepropertygroup.com.au

Owners Corporation Certificates are issued by email delivery. Should you require these Certificates and associated documents be issued by postage, additional fees apply. Please refer table on page 2 for postage and distribution charges.

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Schedule of fees applicable

Service	Delivery time	Fee (includes GST)
Standard delivery	Within 6 - 10 business days	\$173.16
Priority delivery	Within 3 - 5 business days	\$259.74
Urgent delivery	Within 2 business days	\$311.66

Schedule of fees applicable for ADDITIONAL CERTIFICATE/S (if applicable)

****Please note this only applies if the lot number is the same as the first certificate**

Service	Delivery time	Fee (includes GST)
Standard delivery	Within 10 business days	\$95.20 each
Priority delivery	Within 5 business days	\$142.81 each
Urgent delivery	Within 2 business days	\$171.37 each

Administration fees

Service	Type of fee	Fee (includes GST)
Additional Admin	Printing - Per page	\$0.22
Additional Admin	Postage - Normal delivery	\$9.70
Additional Admin	Postage - Registered	\$12.70

Summary of requirements:

Applications in writing only

Pre-payment required

Priority/Urgent delivery additional fees apply

Certificates valid for update within 60 days of issue date to the applicant only – must request in writing

Updates after 60 days require new Certificates

Certificates are sent via email

Posted and printed certificates will incur additional charges

****Application dates are effective from the date this office has received payment in full for the OC Certificate/s. The date of application will be reflective of the date confirmation of full payment has been received to this office.**

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IMPORTANT NOTE

It is important to confirm the lot and plan of subdivision number you are placing an order for prior to requesting an OC certificates. Lots affected by multiple Owners Corporations will need to purchase a certificate for each Owners Corporation associated to the lot/s. Each lot you intend to sell will require a separate Owners Corporation Certificate, this applies to car spaces and storage cages that have separate lot numbers assigned to them. If you are unsure if your lot is affected by multiple Owners Corporations or has separate titles, please contact Engine Property Group on 03 9235 9900 for further assistance.

The information provided within an Owners Corporation certificate is valid for a period of 60 days from the date of issue. Applicants who have purchased an OC Certificate may obtain an update free of charge within 60 days from the date of issue by written request to reception@enginepropertygroup.com.au. Third parties who have made an application for certificates via another organisation are not eligible to request updated OC Certificate/s and must liaise with the organisation they have lodged their application with. If A new application will need to be submitted after the 60 day period has lapsed.

An applicant is deemed the person/s that have made payment to Engine Property Group for the provision of Owners Corporation Certificate/s.

Owners Corporation Certificates Request – Engine Owners Corporation Management Pty Ltd

Date: _____

Applicant Name: _____

Applicant Email: _____

Applicant Postal Address: _____

Applicant Phone Number: _____

Property Owner: _____

Property Address: _____

Plan of Subdivision: _____

Lot No: _____

Please ensure you confirm how many certificates you need. Please check costs on the previous page and circle which service you require:

STANDARD / PRIORITY / URGENT

	First Certificate/s	Additional Certificate/s	Subtotal
Standard WITHIN 10 BUSINESS DAYS	_____ at \$173.16 each	_____ at \$95.20 each	\$ _____
Priority WITHIN 5 BUSINESS DAYS	_____ at \$259.74 each	_____ at \$142.81 each	\$ _____
Urgent WITHIN 2 BUSINESS DAYS	_____ at \$311.66 each	_____ at \$171.37 each	\$ _____
TOTAL			\$ _____

Please note the additional certificate only applies if the first certificate has the SAME lot number.

If the lot numbers are different you will require separate applications.

Please complete all fields and email this page to: reception@enginepropertygroup.com.au