



Owners Corporation Certificate Application Form

Date of Request:

Owners Corporations Act 2006, Section 151, Owners Corporations Regulations 2018 and Owners Corporation Rules OC 22 (12/07)

The Owners Corporation

Name and Plan Number of Owners Corporation

I/We request a copy of the Owners Corporation Certificate for the lot:

Vendor Name

Lot number(s)

Lot address (if different from above)

Applicant's Details

Name(s) / Company

Postal Address

Email Address (the certificate will be emailed unless otherwise specified)

Telephone number

Cost of Owners Corporation Certificates as of 1 July 2026

You must purchase a certificate for each owners corporation the Lot is a member of.
If unsure, email OCC@theknight.com.au to confirm how many certificates are required.

	Standard 10 Business Days	Semi-Urgent 5 Business Days	Urgent 2 Business Days
1 x Owners Corporation Certificate	☐ \$183.13	☐ \$274.70	☐ \$329.60
Cost of Additional Owners Corporation Certificates	\$100.68	\$151.03	\$181.23
Number of Certificates being ordered			

1. No refunds or cancellations will be provided on an already processed order.
2. Any refund request will attract an administration processing fee.
3. Pricing subject to change on 01/07/2027 in line with Department of Treasury and Finance indexation of fees.
4. For primary Lots that have accessory Lots (car parks and storage cages) attached to it, please advise if the accessory Lots will be sold separately or if it is not part of the sale. If no advice is given, accessory Lots' information will be automatically included in the OC Certificate to be issued for the primary Lot.

EFT Payment to –

BSB: 033 059 ACC: 654 608 NAME: Dymond Cowan Pty Ltd^

*EFT Reference: OCC (Plan No) Lot (Lot No)

Please email your **application** and copy of your **internet banking receipt** to OCC@theknight.com.au.

We cannot begin processing your order until we receive proof of payment.

Or – **Order & Pay online** - <https://www.theknight.com.au/occ-request/>

**EFT Reference is vital to identify your payment. ^Note: Dymond Cowan Pty Ltd is trading as The Knight Alliance.*

What happens then?

The certificate(s) will be issued within the number of business days listed above when this application and evidence of payment are received.

Please note that URGENT certificates will only be issued when there is the capacity to do so – please contact our office to confirm.

Certificates are valid only for the date of issue. We will provide an update to the current levy status for a period of 3 months after date of issue.

Please email OCC@theknight.com.au only for updates. **Updates cannot be given over the phone.**