

Owners Corporation Register

s.147 Owners Corporation Act 2006

Owners corporation number:	
Property details/address:	
Plan of subdivision number:	
Postal address:	

Important

The information in this register was prepared on (insert date):	
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The information required to be in the owners corporation register by s.147 *Owners Corporation Act 2006* is set out below:

Item	Information required	Location of information
1.	The owners corporation plan number and address	Owners corporation records. Plan of subdivision at Land Victoria
	Note: The address for the owners corporation must correspond with the address recorded on the plan of subdivision held at Land Victoria. If the address is different from the address of the property then the plan of subdivision should be updated	For copies of the plan of subdivision, contact Land Victoria
2.	The name and address of each lot owner.	Records of the owners corporation
	Note: Create a list. If the records contain telephone numbers and e-mail address, then a separate record must be created to comply with the Privacy Act 1. Search the titles of each lot at Land Victoria if necessary. 2. If the address of each lot owner is different from the address on the title, then advise the lot owner that the title should be updated	Contact the manager, your neighbours or Land Victoria
3.	The name of the manager, registration number of the manager and contact	Contact the manager

Item	Information required	Location of information
	details of the manager (if any).	
	Note: If the address for the owners corporation on the plan of subdivision is different then the plan of subdivision should be updated to enable notices to be served on the manager.	Plan of subdivision Contact the manager and Land Victoria
4.	Total lot liability and total lot entitlements	See the plan of subdivision. Contact Land Victoria for a copy of the plan of subdivision.
	Note: This requires a simple statement: 1. Total lot entitlements are: 2. Total Lot liabilities are:	
5.	The lot liability and lot entitlements for each lot affected by the owners corporation	See the plan of subdivision. Contact Land Victoria for a copy of the plan of subdivision.
	Note: This requires a simple list.	
6.	The basis for the setting of lot liability and lot entitlement (if available)	Contact Land Victoria.
	Note: The basis for the setting of lot liability and lot entitlement will only be required to be recorded at Land Victoria on new owners corporation created after 31 December 2007	
7.	The date of each amendment to the owners corporation rules and the date of the recording of the consolidated rules	Plan of subdivision. Contact Land Victoria
	Note: This information will be recorded on the plan of subdivision	
8.	Details of any notices or orders served on the owners corporation by a court or tribunal or under an Act;	Owners corporations records or VCAT decisions. Contact the manager.
	Note: Orders could include breaches of a wide range of legislation including Building, health and planning, occupational health and safety laws.	
9.	Details of contracts, leases and licences entered into by the owners corporation;	Search the owners corporations records.
	Note: It may be necessary to undertake a survey of all owners and occupiers to identify all contracts, leases and licences that the owners corporation has entered into.	
	Details of the insurance policies taken out by the owners corporation including— i). the name of the insurance company;	See owners corporations records. Check minutes of the last annual general meeting. Contact the manager or the

Item	Information required	Location of information
	ii). the number of the insurance policy; iii). the nature of the risk insured; iv). the amount of insurance; v). the due date of the premium; vi). the date that the premium was last paid.	insurance company
	Note: This record requires the details of all insurance products/policies taken out by the owners corporation. Not just the insurance cover required by the <i>Owners Corporations Act 2006</i> .	

This owners corporation certificate was prepared by:

Signature:	
Full name (print):	
Name of management company, if relevant, as delegate of the owners corporation:	
Date:	