



Owners Corporation Certificate Request Form
(from 01 July 2023)

All OC Certificate Requests and ongoing inquiries regarding OC Certificates, must be in writing and directed to: occertificate@sanctuarylakes.com.au

Requests for balance updates must be submitted via email at least 72 hours prior to settlement date

WE DO NOT ACCEPT REQUESTS VIA PHONE

Property Details Lot No. PS Number PS

Property Address

Request Date / / Scheduled Settlement Date / /

Applicant's Details

Representing VENDOR PURCHASER

Applicant's Name

Email Address Phone Number

Applicant's Representative's Details

Company Name and/or Contact Person

Email Address Phone Number

Membership of 1 OC

- a) \$168 6-10 business days from payment
b) \$252 3-5 business days
c) \$303 2 business days

Membership of 2 OCs (for lots who are members of a limited OC)

- a) \$261 6-10 business days from payment
b) \$391 3-5 business days
c) \$470 2 business days

Payment Options

Mastercard Visacard Direct Deposit - if you select direct deposit, we will send you instructions once this form has been submitted

Card Holder's Name

Card Number

Expiry Date (MM/YY) / Signature

Sanctuary Lakes Resort Services Limited
ABN: 32 092 610 449