



Owners Corporation Certificate Request Form

(from 01 July 2026)

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

Property Details Lot 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) \$183 6-10 business days from payment
- b) \$274 3-5 business days
- c) \$329 2 business days

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

- a) \$283 6-10 business days from payment
- b) \$425 3-5 business days
- c) \$510 2 business days

Payment Options

Cheque (payable to 'Sanctuary Lakes Resort Services Ltd')

Cash

Master Card

Visa Card

Card Holder's Name _____

Card Number

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Expiry Date (MM/YY) ____ / ____ Signature _____

Sanctuary Lakes Resort Services Limited ACN 092 610 449

Resident Owned, Resident Run

SLRS Office, 72 Greg Norman Drive, Sanctuary Lakes VIC 3030

Telephone: (03) 9394 9400

E-mail ocmanager@sanctuarylakes.com.au

Web site www.sanctuarylakesresort.com.au