

SUMMARY OF PROOFS – OWNERS CORPORATION FEE RECOVERY

VCAT reference number OC /20

| | |
|--|-------|
| Applicant/s name/s | _____ |
| Respondent/s name/s (lot owner) | _____ |
| Address of premises | _____ |
| Lot number/s | _____ |

Copies are attached of the following documents:

Fee notice/s Final fee notice

ORDER SOUGHT

- \$ _____ For levies and interest to the date of the final fee notice
- \$ _____ Interest from date of final fee notice
 Rate of Interest _____ % p.a.
 Interest approved by resolution at general meeting Yes No
- \$ _____ Application fee
- \$ _____ Costs and disbursements

LOT OWNER

Is the Respondent/s the current registered proprietor of the lots? Yes No

HOW ARE FEES LEVIED

Annual fees

- Have the annual fees been struck in accordance with lot liability? Yes No
- Have the annual fees been approved by a resolution at an Annual General Meeting? Yes No

Extraordinary Fees

- Have the extraordinary fees been struck:
 - based on lot liability (s 24(4)) Yes No
 - based on benefit principle (s 24(2A)) Yes No
- Have the extraordinary fees been approved by a resolution (s 24) Yes No
 If so, date of resolution _____ / _____ / 20_____

FEE NOTICE

Date of fee notice/s _____ / _____ / 20____

Service

Date _____ / _____ / 20____

- By post to the address recorded in the Owners Corporation Register
- By electronic communication in accordance with the *Electronic Transactions (Victoria) Act 2000*
- By email to _____ (insert email address)
- Copy email attached

FINAL FEE NOTICE

Date of final fee notice _____ / _____ / 20____

Service

Date _____ / _____ / 20____

- By post to the address recorded in the Owners Corporation Register on _____ / _____ / 20____
 - Address of Lot Owner in Owner Corporation Register
 - Other address _____ (insert address)
- By electronic communication in accordance with the *Electronic Transactions (Victoria) Act 2000*
- By email to _____ (insert email address)
- Copy email attached

SERVICE OF APPLICATIONWho served the application: VCAT Applicant

If served by the applicant, how it was served:

- By post on _____ / _____ / 20____
 - Address of Lot Owner in Owners Corporation Register
 - Other address _____ (insert address)
- By hand by _____ (name) Present to give evidence, **or**
 Affidavit/Statutory Declaration of Service attached
- By electronic communication on _____ / _____ / 20____
- By email to _____ (insert email address)
- In accordance with VCAT order on _____ / _____ / 20____ Affidavit/Statutory Declaration of Service attached

DECLARATION

Is the Owners Corporation manager to attend the VCAT hearing?

Yes – Complete Declaration below

The contents of the Summary of Proofs are true and correct.

Signature of person appearing at hearing _____
(signature)

(print name)

Dated _____ / _____ / 20____

NOTE: It is an offence under section 136 of the Victorian Civil and Administrative Tribunal Act 1998 to knowingly give false or misleading information to the Tribunal.

No – Manager must make statutory declaration below

Statutory declaration

I, _____ of _____
(name) (business address)

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

- 1. I am the Owners Corporation manager for the Applicant/s.
- 2. The contents of the Summary of Proofs are true and correct.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

(signature)

Declared

*** in the state of Victoria**

on _____ / _____ / 20____

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

(signature)

on _____ / _____ / 20____

(name)

(address)

(occupation)

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.