Owners Corporation Payment Request Form

STRATA EQUITY

Owner Details

Full Name _____

Property Address _____

Lot Number _____

Email _____

Phone Number _____

Payment Request Type

Payment Plan	☐	Remission	☐
Payment Extension	☐	Late Interest*	☐
Request Date	_____	Final Fee Notice*	☐

**Any request for a final fee notice and interest waiver will require full payment of your fees upfront*

Reason for Request (Please provide a brief explanation for your request)

_____

_____

_____

Payment Plan Proposal

Note: Payment plans require approval and are not confirmed until officially advised by our office. If approved, the payment plan will only apply to the specified period and will not extend to future payment obligations. Additionally, all overdue amounts must be paid in full before your next levy is issued.
Interest on overdue fees will continue to accrue at the maximum rate prescribed under the Penalty Interest Rate Act 1983. Approval indicates that legal recovery through VCAT is not required at this time, provided the payment plan is adhered to. However, if a default occurs, the Owners Corporation reserves the right to void the payment plan and initiate legal debt recovery, with full payment required immediately.

Overdue amount $ _____

Proposed Terms

Start date _____

Instalment amount _____ *All overdue amounts must be paid in full before your next levy is issued.*

Payment frequency

☐ Weekly ☐ Fortnightly ☐ Monthly

Section 5: Acknowledgment and Signature

I acknowledge that the information provided is true and correct to the best of my knowledge.
I understand that the Owners Corporation will review my request and provide a response accordingly and upon approval of this plan I agree to adhere to all conditions set out in this plan.

Signature _____ Date _____

For Office Use Only

Date received _____ Decision ☐ Approved ☐ Denied

Reviewed by

Comments _____