

**NOTICE OF CONVERSION OF STRATA
LOT TO COMMON PROPERTY**

New South Wales
Section 17 Strata Schemes
Development Act 2015

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY

Insert Duties Assessment No. as issued by Revenue NSW Office.

Duties Assessment No.

(A) TORRENS TITLE

For the common property

For the lot(s) to be converted

(B) LODGED BY

Document
Collection
Box

Name, Address or DX, Telephone, and Customer Account Number if any

CODE

Email:.....

Reference (optional):.....

CD

(C) APPLICANT

Registered proprietor of the lot(s) to be converted

(D) LOT(S) TO BE CONVERTED

Lot Number(s)

The applicant requests the Registrar General to convert the lot(s) referred to above to common property.

DATE

..... / /
dd mm yyyy

(E) I certify that I am an eligible witness and that the applicant signed this dealing in my presence. [See note* below].

Certified correct for the purposes of the Real Property Act 1900 by the applicant.

Signature of witness:

Signature of applicant:

Name of witness:

Address of witness:

(F) CERTIFICATE BY OWNERS CORPORATION

The owners corporation certifies that on it passed a special resolution pursuant to section 17 Strata Schemes Development Act 2015 authorising the proposed conversion of the lot(s) specified above to common property.

The seal of The Owners-Strata Plan No was affixed on in the presence of the following person(s) authorised by section 273 Strata Schemes Management Act 2015 to attest the affixing of the seal.

Signature

Name

Authority

Signature

Name

Authority

(G) The applicant / applicant's solicitor / applicant's agent certifies that the eNOS data relevant to this dealing has been submitted and stored under eNOS ID No. Full name: Signature:

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.



(H) COUNCIL'S STRATA CERTIFICATE

..... certifies that:
1. The owners corporation has certified that it has passed a special resolution agreeing to the proposed conversion the subject of this Notice; and
*2. Council is satisfied that the conditions referred to in section 56(1)(b) have been met, or
*3. A relevant planning approval is in force in relation to this Notice of Conversion.

Date

Certificate Reference.....

Relevant planning approval No.....

Issued by.....

Signature of Authorised person/General manager.....

Name of Authorised person/General manager.....

Insert name of Local Council
*Strike through inapplicable item

REGISTERED CERTIFIER'S STRATA CERTIFICATE

I..... being a Registered Certifier
Registration No. certify that:

1. The owners corporation has certified that it has passed a special resolution agreeing to the proposed conversion the subject of this Notice, and
2. A relevant planning approval is in force and all conditions of the planning approval in relation to this Notice of Conversion have been complied with.

Date

Certificate Reference.....

Relevant Planning Approval No.....

Issued by

Signature of Registered Certifier.....