

Certificate of community corporation – Schedule of unit entitlements / leases / restrictive covenants

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Name of Form: Certificate of community corporation – Schedule of unit entitlements / leases / easements / restrictive covenants

Type of Form: Evidence

When it's used: In support of an application to the Registrar of Titles for registration or recording of the following:

- (a) Amendment of the schedule of unit entitlements; or
- (b) Amendment of scheme plan by acceptance of a lease to create temporary common property or by surrender of a lease of temporary common property;
- (c) Grant or surrender a lease of common property; or
- (d) Creation or discharge of an easement or restrictive covenant burdening or benefiting the tier parcel of a community titles scheme.

Details of entries:

- Scheme number: Enter the number shown on the scheme plan for the community titles scheme, so if the plan says scheme plan 12345 then the scheme number is 12345.
- Community corporation: Enter the name of the community corporation for the community titles scheme. This is the name of the community corporation specified in the registered scheme notice. The name of the community corporation includes the scheme number, e.g. Tranquil

Waters 12345.

- **Select one: Select the appropriate box.**
 - If applying to amend the schedule of unit entitlements:
 - enter the full name of the licensed valuer certifying the schedule of unit entitlements;
 - the schedule of unit entitlements must be lodged electronically by a surveyor via the Plan Lodgement Portal or by the valuer via email to plans.consultants@landgate.wa.gov.au; and
 - attach a copy of the schedule of unit entitlements the subject of the special resolution, certified by the licensed valuer and acknowledged by the community corporation by execution anywhere on the form;
 - If granting a lease of common property or creating an easement or restrictive covenant over the tier parcel by an instrument, or surrendering a lease of common property or discharging an easement or restrictive covenant by instrument, complete the Details section:
 - the date of the instrument;
 - the full names of the parties involved; and
 - a brief description of the land affected.
 - If amending the scheme plan by acceptance of a lease to create temporary common property, complete the Details section:
 - the date of the instrument;
 - the full names of the parties involved; and
 - a brief description of the land affected.
- **Execution: Insert the date of execution. It is to be executed by the community corporation.**
