

DISTANCE LEARNING

Introduction to Owners Corporation Management

The introduction to Owners Corporation Management distance learning package provides the opportunity to learn the important aspects of owners corporation management at your own pace.

When purchasing this package you receive 12 DVD's and associated notes, and a copy of the legislation governing owners corporations.

Course Objective

Provide people interested in entering owners corporation management industry an opportunity to learn all the vital aspects of owners corporation management at their own pace.

Who should purchase this package?

Anyone interested in working as an owners corporation manager.

DVD Topics Include

The "Basics" of OCM	Essential Safety Measures
Developing Reviewing & Assessing Strata Plans	The Process of Repairs & Maintenance
Disputes (Part 10) & Debt Recovery	Accounting for Owners Corporations
Owners Corporations Certificates	Insurance Workshop
OH &S	Common Property Defects
Legal & Ethical Obligations	Tax & Owners Corporations

As a bonus to OCV members an additional DVD – Contract of Appointment & Owners Corporation Certificates. This topic explains the OCV endorsed Contract of Appointment.

Written Material Included

- Notes accompanying each DVD
- Owners Corporations Act 2006
- Owners Corporations Regulations 2007
- Subdivisions Act 1988
- **Extra Assistance**

Purchasers of this package will be provided access to the OCV discussion forum to have any questions that may arise answered by other OCV members.

Cost

Members \$525.00	Non Members \$600.00

Introduction to Owners Corporation Management

ORDER FORM – TAX INVOICE

This document becomes a tax invoice for GST when payment is received. ABN 91 066 558 592

Registration Details

Name: _____

Company: _____

Address: _____

Suburb: _____

Business Telephone: _____ Fax: _____

Email: _____

	Rate inc GST	No	Total
OCV Member	\$525.00		
Non Member	\$600.00		
		Total Inc GST	

*Non members wishing to join OCV and pay the member rate must send a completed application form with this order.

Join OCV now and pay the member rate. OCV memberships commence at \$90.00*

Details of OCV membership and the application forms can be found

www.ocv.org.au/mbrservices_forms.php

PAYMENT OPTIONS

Orders will not be accepted without payment

Direct Deposit

Macquarie Bank, BSB: 183 334

Account Number 2456 55691

Amount: _____

Date of Transfer: ____ / ____ / ____

Or

Credit Card (Visa & MasterCard only)

Card Number _____ Expiry Date ____ / ____

Name on Card _____

Signature _____

Order form to be sent to:

Owners Corporations Victoria Inc.

Anne Stevens

30 Peel Street, Collingwood 3066.

Fax: 03 9416 4788

Email: Anne.Stevens@ocv.org.au

*OCV has strict membership categories and guidelines. If considering purchasing a membership please consider what membership is appropriate for your situation. Further details available at www.ocv.org.au or contact Membership Coordinator on Anne.Stevens@ocv.org.au or ph 03 9416 4688.