



Request to update contact details

1 Property details

Strata plan number: Unit: Property address:

2 Owner details

Name(s) on Title *(As per your sale contract)*:

Preferred name(s):

My residential address:

My postal address:

My email address:

My phone numbers: for best contact

Mobile:

Work:

Home:

Emergency contact¹ *(These details will NOT appear on the strata roll)*:

Name:

Phone:

¹A relative or friend we may contact in the event of a major and urgent incident where you are uncontactable

Levy and notice communication for best contact

	Email address	Residential address	Postal address	Property manager ²
Levy statements:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notices inc AGM:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

²If the property is leased please complete section 3 below and over

3 Property manager and tenants

How is the property managed? Property manager Self-managed

Do you intend to enter in to a lease for less than 90 days? Yes No

Request to update contact details *continued*

3 Property manager and tenants *continued*

Tenant(s) details *(Providing each tenant's email address will promote efficient communication of urgent notices):*

Name:	1:	2:	3:
Email:			
Mobile:			
Home:			
Work:			

Property manager's details *(Skip if self-managed):*

Property agent:

Email:	Phone:
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Postal address:

The following details are to be completed by your property manager, who our office will follow up directly:

Real estate licence number:	ABN:
Phone:	Reception phone:

Correspondence *(Where the property manager is elected to receive correspondence in lieu of the lot owner):*

Levy notices *(e.g. accounts):*

Meeting notices:

Reception email address:

Note: Please add either your postal address or email details, e.g. accounts@yourcompany.com.au

If using email, we require a general email address to ensure levy statements or meeting notices aren't lost when there are changes to the property manager. This will ensure late payment fees are avoided.

