



## OWNERS INFORMATION SHEET

In order to bring our records up to date and for any emergencies that may arise, please correct and/or complete these details and return to this office as soon as possible

**Owners Corporation Plan Number:**

**Lot Number:**

### OWNERS DETAILS

<b>FULL NAME OF ALL OWNERS(S) (Mr, Miss, Ms, Mrs or Pty Ltd, Trust etc.)</b>		
<b>Address:</b>		
<b>Telephone Contacts:</b>	Business Hours:	
	After Hours:	
	Mobile:	
<b>Email:</b>		

### REAL ESTATE AGENT/TENANT DETAILS

<b>Managing Agent:</b>	
<b>Managing Agent Address:</b>	
<b>Property Manager Name:</b>	
<b>Property Manager Contact/s:</b>	
<b>Tenant Details: (if known)</b>	
<b>Tenant Contact/s:</b>	

### EMERGENCY CONTACTS (OPTIONAL)

Telephone number and name of alternative person to contact in an emergency e.g.: If water leak found coming from property and above contact(s) unable to be reached.

<b>Name:</b>		
<b>Telephone Contacts:</b>	Business Hours:	
	After Hours:	
	Mobile:	
<b>Email:</b>		



## OWNERS INFORMATION SHEET (continued)

### DELIVERY OF FEE NOTICES AND CORRESPONDENCE

(please tick preferred options)

#### PLEASE SEND OWNERS CORPORATION FEE NOTICES TO:

Owner/Private Address  Real Estate Agent  Alternate (below)

Preferred delivery method: Post:  Email:

#### PLEASE SEND CORRESPONDENCE TO (including NOTICE OF AGM & MINUTES):

Owner/Private Address  Real Estate Agent  Alternate (below)

Preferred delivery method: Post:  Email:

ALTERNATE ADDRESS FOR NOTICES OR CORRESPONDENCE	
Address:	
Email:	
Contact No.:	

#### PLEASE NOTE:

In accordance with section 134 of the Owners Corporation Act 2006, **owners must notify the body corporate of any change of ownership/mailing address** and contact telephone number within one month.

In accordance with section 135 of the Owners Corporation Act 2006, a lot owner who does not occupy the lot or who will be absent from the lot for more than 3 months must advise the owners corporation of the **lot owner's mailing address in Australia** for service of notices.

**SIGNATURE:** ..... **DATE:**.....