

Update of Owner and Tenant Details



I am the owner of
the property

☐

I am an authorised
representative for the
owner

☐

Property Details

Lot Number

Strata Plan Number

Address

Contact Information

Name

Address

Email

Phone

Name

Address

Email

Phone

Property Manager

Name

Company

Email

Phone

Emergency Contact

Name

Phone

Correspondence and Levy Notices

Please note, that the below options cannot be split. eg. Levy & Utility Notices must be sent to the same location. Additionally, the Owner of the lot is ultimately responsible for payment of the Levies and Utilities.

General and Meeting Correspondence

☐ The Owner

☐ Property Manager

Levy & Utility Invoices

☐ The Owner

☐ Property Manager

Update of Owner and Tenant Details



I am the owner of
the property

☐

I am an authorised
representative for the
owner

☐

Property Details

Lot Number

Strata Plan Number

Address

Tenant Contact Information

Name

Email

Phone

Name

Email

Phone

Lease Details

Lease Start Date

Lease End Date