



UPDATE OF CONTACT DETAILS

To the Owners of Strata Plan:

_____ Lot / Strata Plan Number

Address of Property: _____

Please be advised that (tick all that apply):

- I have changed my mailing address

FROM:

Old Mailing Address

TO:

New Mailing Address

- My unit is tenanted, and the name and address for my Property Manager is:

Property Manager's Name and Address

- Tenant's name and contact details (if known):

Tenant's details

- Forward **levy notices** to Property Manager
- Forward **levy notices** to me as owner Email Post
- Forward **all correspondence** to Property Manager
- Forward **all correspondence** to me as owner Email Post

Please also be advised of the following alternate contact details for myself:

PHONE 1:

_____ Home Phone

EMPLOYER:

_____ Company

MOBILE:

_____ Mobile Phone

WORK PH:

_____ Work Phone

EMAIL (preferred means of contact) :

_____ Email Address

SIGNED:

_____ Signature

DATE:

_____ Name of Signatory (PRINT)

_____ Date of Notice