Owner Details Form

To maintain efficient communications with our owners, it is beneficial for us to have up-to-date contact phone numbers, postal and email addresses. To assist in this process, we would appreciate it if you could complete the following information so we may keep our records up to date. This will enable us to keep you informed of the issues concerning your strata scheme or contact you in the event of any emergency. Thank you for your assistance.

> Please complete this form and return it to **info@strataunited.com.au**

OWNER CONTACT DETAILS

Strata Plan No: _____ Lot / Unit No: _____

Property Address: _____

Name(s): _____

Email: _____

Postal Address: _____

Home Phone: _____ Work Phone: _____

Mobile 1: _____ Mobile 2: _____

Mortgage: ☐ Owned outright ☐ Mortgaged – if so, which bank: _____

REAL ESTATE AGENT & TENANT DETAILS

If you are an owner-occupier or lease your unit privately, simply write N/A.

Agency Name: _____

Contact Name: _____

Business Phone: _____ Email: _____

Postal Address: _____

Tenant Name(s): _____

Tenant Phone: _____ Tenant Email: _____

Commenced: _____ Date of Entry: _____

Terminated: _____ Term: _____

Level 4, 79/330 Wattle St, Ultimo NSW 2007

P 1300 445 900 | E info@strataunited.com.au | W strataunited.com.au

CORRESPONDENCE PREFERENCES

Meeting Notices & Minutes

Please issue **meeting notices & minutes** to **either** the:

☐ Real Estate Agent **or the** ☐ Owner **via** ☐ Australia Post **or** ☐ Email

Levy Payment Notices

Please issue **my levy notices** to **either** the:

☐ Real Estate Agent **or the** ☐ Owner **via** ☐ Australia Post **or** ☐ Email

General Correspondence

Please issue **all other correspondence** to **either** the:

☐ Real Estate Agent **or the** ☐ Owner **via** ☐ Australia Post **or** ☐ Email

SIGNATURE

Name: _____ Date: _____

Signature: _____

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