IN THE EVENT OF AN EMERGENCY ARISING SUCH AS A BURST WATER PIPE, IT MAY BE NECESSARY TO ARRANGE URGENT ACCESS TO ADDRESS THE PROBLEM WHERE IT IS AFFECTING COMMON OR OTHER LOT PROPERTY.

TO CONFIRM OWNER, AGENT AND TENANT CONTACT DETAILS, CORRECT NOTIFICATION OF LEVIES, MEETING NOTICES/MINUTES AND CORRESPONDENCE, AS WELL AS FACILITATE EMERGENCY ACCESS, PLEASE COMPLETE AND RETURN THIS FORM TO THIS OFFICE AT YOUR EARLIEST CONVENIENCE.

**Please note: this information is available to all staff of this office, registered owners and mortgagors and other persons legally authorised to access the strata scheme records.*

SECTION 1 - PROPERTY INFORMATION

Property address:

The owners of lot(s): **Strata Plan no:**

Registered owner name(s):

SECTION 2 - OWNER CONTACT DETAILS

Postal Address: *Please note for joint owners, pursuant to legislation only one address for service of notices can be used*) :

Telephone: *Home* *Work* *Mobile*

Postal street address:

Suburb: **State:** **Postcode:**

Primary email address:

Secondary email address/es:

SECTION 3 - MANAGING AGENT INFORMATION

If self managed or managed by a property manager, please note the details here.

***Only one email and one postal address may be submitted.**

This property is owner occupied *(please go to Section 4 and skip Section 5)*

Name of agency:

Agency telephone: **Agency email*:**

Agency street address*:

Suburb: **State:** **Postcode:**

SECTION 4 - DIRECTION OF NOTICES

Primary email or postal address will be determined as noted. Should the fields above be blank, no changes will be made to the strata roll.

No changes to the service of levies, notices or corrospondence required.

Levy contribution notices:	◯ **Via email to owners primary email**	◯ **Via email to agents primary email**
	◯ **Via post to owners postal address**	◯ **Via post to agents postal address**
Meeting agendas/minutes:	◯ **Via email to owners primary email**	◯ **Via email to agents primary email**
	◯ **Via post to owners postal address**	◯ **Via post to agents postal address**
General correspondence:	◯ **Via email to owners primary email**	◯ **Via email to agents primary email**
	◯ **Via post to owners postal address**	◯ **Via post to agents postal address**

SECTION 5 - TENANT INFORMATION

The property is owner occupied (please goes to Section 6)

This property is self-managed (i.e. no appointed managing agent)

Name of tenant(s):

Lease commencement date: **Lease term:**

Telephone: *Primary:* *Secondary:*

Primary email address:

Secondary email address/es:

Tenant/s have agreed to email communication in their lease agreement

SECTION 6 - EMERGENCY CONTACT

Emergency access contact with keys to property: (*i.e. property manager, next of kin*)

Name:

Address:

Telephone: *Home* *Work* *Mobile*

Email address:

SECTION 7 - SIGNATURE

All owners must sign this form prior to submission. Alternatively, an authorised managing agent may sign this form on behalf of their client/s. This form will be returned without a wet ink signature being provided upon submission.

Owner/Agent Name(s) *Owner/Agent Name(s)*

Owner/Agent Signature *Owner/Agent Signature*

Date *Date*