

Notice requesting information about a lot and change of contact details

Dear Owner,

We would like to verify that we have the correct information regarding your lot. We ask that you please complete this form and return to Upper Hunter Strata, PO Box 77 MUSWELLBROOK NSW 2333 or via email to casey@upperhunterstrata.com.au.

The following details will assist in effectively managing your strata scheme. Contact numbers are imperative in case of emergencies.

Strata Details:

Strata Plan: Unit No: Address of Property:

Owner Details:

Salutation: Name:

Mr/Mrs/Ms/Miss/Other

Address:

Phone:

(Home)

(Work)

(Mobile)

Email:

Agent & Tenant Details:

Real Estate Agent:

Phone:

(If the property is rented, which Agent collects the rent, etc)

Tenant's Name(s):

Phone:

(If the property is occupied by a tenant)

Notification Details:

Address for Notices:

(Postal address for correspondence such as Minutes and Agendas)

Would you prefer levies:

Email address or postal address for levies:

Emailed Posted

Please note: We cannot alter Owners' names unless it is via a section 118 notice or a certified copy of the Certificate of Title

This form was completed by:

(Print Name)

(Signature)

(Date)