

STRATA ROLL - UPDATE CONTACT DETAILS FOR OWNER

Strata Plan No: Lot No: Unit No:

Owner Name(Person/s or Company):			
New Postal Address:			
	SUBURB		PCODE
Contact No	H	Mob	
	W	Email	

New Mortgagee Name:			
Postal Address:			
	SUBURB		PCODE

New Rental Agent/ Property Manager:			
Postal Address:			
	SUBURB		PCODE
Contact No	W	Mob	
	Fax	Email	

New Tenant Details:			
Postal Address:			
Contact No:	H	Mob	
	W	Email	
Term of Lease:		Commencement of Lease:	
Email address for Notices			

POSTAL OPTIONS FOR NOTICES

Send Meeting Notices to:	Circle Choice	OWNER / AGENT
Send Levy Notices to:	Circle Choice	OWNER / AGENT

Signature of Owner/ Company Nominee _____ Date _____

For more information contact

Kooper & Levi Strata Management

www.kooperlevi.com.au or Phone **02 9371 9090**

Returning the Form

Email	reception@kooperlevi.com.au
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Important information

All Lot Owners need to notify the Owners Corporation of changes to their Strata Roll Information as a requirement of the Strata Schemes Management Act.

Returning this form ensures that an Owner can receive the General Meeting Notices & Minutes, Maintenance Notices, Levies and will allow the appointed Strata Manager to contact the Owner, Leasing Agent and Tenant when required.