

CONTACT DETAILS UPDATE FORM

To the Owner of Strata Plan:

Address:

Lot Number:

CONTACT DETAILS – Please provide the following contact details

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER (AH): _____

MOBILE NUMBER: _____

MY UNIT IS TENANTED – PROPERTY AGENT DETAILS ARE:

REAL ESTATE: _____

AGENTS NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

NOTICE DELIVERY – please tick where you would like the following to be sent

Send all **LEVY NOTICES** to OWNER EMAIL OWNER MAILING ADDRESS PROPERTY AGENT EMAIL

Send **GENERAL CORRESPONDENCE** to OWNER EMAIL OWNER MAILING ADDRESS PROPERTY AGENT EMAIL

Send **UTILITY NOTICES** to OWNER EMAIL OWNER MAILING ADDRESS PROPERTY AGENT EMAIL

I CONSENT TO ALL NOTICES AND DOCUMENTATION BEING SENT VIA MAIL/EMAIL AS INDICATED ABOVE

SIGNED: _____ (Signature)

PRINT FULL NAME: _____ **DATE:** _____

*Please note that legislation requires that General Meeting paperwork be posted to all owners

Privacy Statement

Personal information is collected, disclosed and used for the purposes of managing the affairs of Owners Corporations according to the laws to which they and Elite Strata & Property Services Pty Limited are subject. In particular the Strata Schemes Management Act, 1996 and the Community Land Management Act, 1989 require the collection of personal information about those individuals.

These purposes may include, but are not limited to:

- the protection, maintenance and repair of common property
- the insurance of the Owners Corporation and common property
- the raising and distribution of moneys
- the election of representatives
- the enforcement of by-laws and other applicable laws
- compliance with the requirements of statutory and judicial bodies
- the making of decisions about the Owners Corporations affairs.

For these purposes, personal information may be disclosed to other owners and representatives, statutory and government bodies, and professional advisers, agents and contractors of the Owners Corporation. Whenever reasonable Elite Strata & Property Services Pty Limited will collect personal information about an individual only from that individual.

As an owner, you may gain access to your personal information according to the laws by which information is collected and held.

If personal information required by relevant laws is not provided by an individual, then the individual may suffer certain disadvantages, according to those laws. In particular, the individual may not be regarded as an owner of his or her premises for the purpose of the Owners Corporations' affairs and may be unable to participate in decisions about the organizations affairs, or may not be advised of his or her responsibilities or rights.

We will only disclose the above mentioned to other parties as required to perform our duties under any agreement, to achieve the purposes specified above, to provide an effective service or as otherwise allowed under the Privacy Act, 1988. Real Estate and tax laws require some of the above-mentioned information to be collected. If the information is not provided we may not be able to act effectively or at all.

Elite Strata & Property Services Pty Ltd

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Liability limited by a scheme approved under Professional Standards Legislation

