



STRATA ANGELS

PEACE OF MIND

# STRATA ANGELS

## **OWNERS' INFORMATION UPDATE FORM**

Section 134 (2) of the Owners Corporation Act 2006: A person who acquires a lot must advise the owners corporation of the person's name and address within one month of the completion of the contract.

Section 135 (1) of the Owners Corporation Act 2006: A lot owner who does not occupy the lot or who will be absent from the lot for more than 3 months must advise the owners corporation of the lot owner's mailing address in Australia for service of notices and any changes to it as soon as possible.

OC PS #	PS318081B	LOT/UNIT #	
PROPERTY ADDRESS	101-107 Grattan Street, VIC 3053		

### **OWNERS' CONTACT DETAILS**

FULL NAME OF ALL OWNERS — MR., MRS., MS. TRUST, PTY LTD.				
	MOB 1		MOB 2	
	BUSINESS HOURS		AFTER HOURS	
EMAIL 1				
EMAIL 2				
ADDRESS 1 (physical address)				
ADDRESS 1 (PO Box)				

### **DELIVERY OF FEE NOTICES**

SEND TO OWNER	Or, SEND TO PROPERTY AGENT
SEND BY EMAIL 1 / EMAIL 2 (circle one)	SEND BY EMAIL / POST (circle one) — please provide agent's details below
Or, SEND BY POST TO ADDRESS 1 / ADDRESS 2 (circle one)	

### **DELIVERY OF CORRESPONDENCE (AGM NOTICES, MINUTES & ALL OTHER CORRES.)**

SEND BY EMAIL 1 / EMAIL 2 (circle one)	SEND BY EMAIL / POST (circle one) — please provide agent's details below
Or, SEND BY POST TO ADDRESS 1 / ADDRESS 2 (circle one)	

PROPERTY AGENT'S DETAILS				
BUSINESS NAME				
CONTACT PERSON				
PHONE NUMBERS	MOB		LANDLINE	
EMAIL				

  

TENANT'S DETAILS				
NAME(S)				
PHONE NUMBERS	MOB		LANDLINE	
EMAIL				

Date: .....

Signature: .....

Full Name: .....

### **Important information for the Owners:**

A lot owner who sells must advise the Owners Corporation of the name and address of the new owner within one month of the completion of the contract. In order to legally transfer ownership we must receive the Notice of Disposition and the Notice of Acquisition, which are prepared during settlement.

Failure to notify the Owners Corporation of change of address for service of notices or contact details may result in a delay in transmission of fee notices. Property owners have a legal obligation under the Owners Corporations Act 2006, to pay fees for their lot(s) by the due date. Failure to pay fees on time will result in late fees and penalty interest being applied to the owner's account.

Current phone number and emergency contact numbers must be made available to the Owners Corporation. If you do not intend to occupy your property then please provide your managing agent with details of who would then be the first point of reference should any matter arise regarding your lot(s).

Consumer Affairs Victoria has a Guide for Owners Corporations. You may call them on 1300 558 136 to request a copy.

Should you require any general advice regarding your Owners Corporation or your obligations under the Owners Corporations Act 2006 and Owners Corporations regulations 2018, then please contact us.