

"Owners/Residents Details"

In order for us to ensure accuracy of our records please complete the following and return this via facsimile to **1300 302 709** OR post it to **PO Box 72 STRAWBERRY HILLS NSW 2012**.

Owners Details:	
Date Interest Acquired:	
Preferred Name for Correspondence including salutation (if different from above)	
Levy Address (if different to address already supplied)	
Lot Number:	
Unit Number:	
Strata Plan Number/Co. Title Name:	[Insert SP No.]
Strata Plan Address:	[Insert SP Address]
Tenant Details	
Agent Details	
All Contact Telephone and Facsimile Numbers:	
Your Email Address(es):	
Emergency Contact Details: (Should we not be able to contact you please provide an alternative contact)	

This notice is regarded as sufficient notice pursuant to Section 118 of the Strata Schemes Management Act 1996.

Signed

Date