

CONTACT DETAILS

- For information to be processed this **document must be signed and dated by a lot owner** at the bottom of the form.
- The details provided here are for the use of your Owners Corporation and Platinum Strata Management as the strata managing agent. Details will not be passed to a third party without your prior approval.
- This form is **not satisfactory for notification of change of owners**. Appropriate legal documentation will be required before owner details can be changed on the strata roll.

RETURN TO: Post: Platinum Strata Management, PO Box 415, Milsons Point NSW 1565 or Email: info@platinumstrata.com.au											
STRATA PLAN No.		STRATA PLAN ADDRESS		LOT NO.							
OWNER DETAILS											
LISTED OWNER(S)											
LOT OWNER ADDRESS	UNIT No.		STREET No.		STREET NAME						
	TOWN				STATE		POSTCODE				
OWNERS INDIVIDUAL CONTACT DETAILS											
OWNER A					OWNER B						
NAME					NAME						
HOME PH.					HOME PH.						
WORK PH.					WORK PH.						
MOBILE					MOBILE						
EMAIL					EMAIL						
LOT OCCUPANCY DETAILS											
IS YOUR LOT OWNER OCCUPIED OR LEASED?	<input type="checkbox"/> OWNER OCCUPIED	<input type="checkbox"/> LEASED	IS YOUR LOT USED FOR SHORT TERM STAYS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	OC must supply this information for insurance renewals.					
MANAGING AGENT DETAILS (IF YOUR LOT IS RENTED/LEASED)											
REAL ESTATE AGENCY					AGENCY ADDRESS						
AGENCY PHONE No.					AGENCY EMAIL						
NAME OF PROPERTY MANAGER					Manager Email						
MEETING NOTICES AND LEVY NOTICE DELIVERY (PLEASE NOTE THIS IS AN EITHER OR FOR EACH ITEM)											
WHERE DO YOU WISH YOUR LEVY NOTICES SENT?	<input type="checkbox"/> OWNER	<input type="checkbox"/> OR	<input type="checkbox"/> REAL ESTATE AGENT	<input type="checkbox"/> OR	<input type="checkbox"/> TENANT	<input type="checkbox"/> OR	<input type="checkbox"/> OTHER (DETAILS BELOW)	HOW ARE THESE TO BE DELIVERED?	<input type="checkbox"/> POST	<input type="checkbox"/> OR	<input type="checkbox"/> EMAIL
WHERE DO YOU WISH YOUR MEETING NOTICES SENT?	<input type="checkbox"/> OWNER	<input type="checkbox"/> OR	<input type="checkbox"/> REAL ESTATE AGENT	<input type="checkbox"/> OR	<input type="checkbox"/> TENANT	<input type="checkbox"/> OR	<input type="checkbox"/> OTHER (DETAILS BELOW)	HOW ARE THESE TO BE DELIVERED?	<input type="checkbox"/> POST	<input type="checkbox"/> OR	<input type="checkbox"/> EMAIL
DELIVERY ADDRESS DETAILS (FOR LEVIES & NOTICES OF THOSE MARKED ABOVE)											
	LEVY NOTICE DELIVERY ADDRESS					MEETING NOTICE DELIVERY ADDRESS					
POSTAL ADDRESS											
EMAIL ADDRESS											
OTHER DETAILS											
ADDITIONAL INFORMATION WISH KNOWN											
DETAILS PROVIDED BY:	Name				Lot Owner Signature:			Date			