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STRATA SCHEMES MANAGEMENT ACT

STRATA INTEREST NOTICE (Section 22) / TENANCY NOTICE (Section 258)

** Indicates Sections must be completed

To the Secretary, The Owners - **Strata Plan:** _____ ** **Lot(s) concerned:** _____ **

Address: c/- All Suburbs Strata Management, Shop 3/ 10-12 Railway Street Liverpool 2170

Owner(s) Full Name(s): _____ **

(1) Owners Australian Residential Street Address: _____

OWNERS CONTACT DETAILS:

H: _____ Wk: _____ Mob 1: _____ Mob 2: _____

Email(s): _____

Communication Preferences: How would you like to receive information relating to your property?

I/We authorise the Owners Corporation of Strata Plan and its representatives (including the Agent according to its privacy policy) to use my personal information for the purposes of administering the strata plan, operating its business and deliver the following per my direction. I/We acknowledge that it is my/our responsibility as the lot owner (s) to advise the agent in writing of any change of email address and/ or mobile number as it occurs.

DELIVERY: Please Choose One Option for each:

Levy Reminders:

- Email/Electronic (To Owner)
- By Post
- To Managing Real Estate Agent
(By Email Yes / No) Please indicate

Correspondence, Meeting Notices & Minutes:

- Email/Electronic (To Owner)
- By Post
- To Managing Real Estate Agent
(By Email Yes / No) Please indicate

(2) Owners Address for Service of Notices (Eg: Meeting documents) (If different from (1) above)

(3) Owners Address for Service of Levy Notices (If different from (1) above)

IS YOUR UNIT RENTED YES NO IF YES PLEASE ALSO COMPLETE THE FOLLOWING:

(4) Tenant Information

Name/s: _____

Contact Nos: H: _____ **Wk:** _____ **Mob:** _____

Email: _____

Lease Commencement Date: _____ **Length of Lease:** _____ (6 or 12 months)

If Commercial or Industrial Lot: Details of Usage: _____

(5) Managing Agent Information

Name: _____ **Office Ph No:** _____

Postal Address: _____

Primary Email: _____

**** IMPORTANT NOTE **** Real Estate Agents receiving levy notices and other correspondence should nominate a **central** email account in which to receive documents and not one specific property manager.

Are you the: OWNER EXECUTOR SOLICITOR MORTGAGEE IN POSSESSION

Lot Owners/Agents Signature: _____ **Dated:** _____