



MEMBER CONTACT DETAILS FORM

Please complete this form to enable us to adequately manage your Owners Corporation and to effectively communicate with you when necessary.

Investors: We need full particulars of the property manager to communicate to occupiers where relevant.

Upon advice of change of tenant we fulfill your statutory obligation in accordance with S316 & S317 *Owners Corporation Act 2006*; we can only do this with notice of change of tenancy from either you or your property manager. This service is at no additional cost to the Owners Corporation as welcoming all new residents to their new home is our investment in the harmony of the complex.

I/we prefer email communication NOT posted mail. Please tick box > Dated____/____/_____

Owners Corporation Plan No:- _____

Located at: _____

Lot: _____ Registered Lot Owner/s: _____

Residential Address	A:
Levy Address	A: (if different Address)
Correspondence Address	A: (if different Address)
Telephone Contact	Home:
Name: Owner 1	N: Mobile:
	N: Work:
Name: Owner 2	N: Mobile:
	N: Work:
Email Contact: Owner 1	N: E:
Owner 2	N: E:
Rental Particulars If property is let:	Letting Agency Name:
Agency Address:	A:
Property Manager:	N:
	E:
Tenancy Particulars:	Name(s):
Telephone Contact:	Home
Name:	Mobile:
	Work:
Name:	Mobile:
	Work:
Email Contact:	N:

Please email back to: info@alignedproperty.com.au