



STRATACARE

## UNIT OWNER CHANGE OF DETAILS

The Body Corporate and Community Management Act 1997 requires that all owners MUST NOTIFY the Body Corporate Manager IN WRITING of any changes to their details.

PROPERTY: **Lot No.**

THE BODY CORPORATE FOR

LOCATION:

REGISTERED OWNER/S:

**IF YOUR DETAILS HAVE CHANGED** we ask that information be updated and returned to this office at your earliest convenience. Please forward completed form by post, fax or email to:

**Post: Strata Care Australia Pty Ltd, P.O. Box 1251, Fortitude Valley QLD 4006**

**Fax: 07 3854 0774**

**E-mail: sca@stratacare.com.au**

### OWNER INFORMATION

#### ADDRESS DETAILS (as per the Body Corporate & Community Management Regulation 1997)

The "Service of Notice Address" for a lot owner, or another person whose address for service of notices is required to be given to the body corporate **MUST BE AN AUSTRALIAN ADDRESS.**

If no "Service of Notice Address" for a lot owner or other person is notified to the body corporate, the address for service is the Residential / Business address as last notified to the body corporate for the lot owner or other person.

Even if there are two (2) or more co-owners for one (1) lot, there must nevertheless be only one (1) address for "Service of Notices" for owners.

Residential/Business Address	Service of Notice Address	Levy Notice Address

Business Description (for commercial lot) :  
(i.e. retail shop, engineering office, joinery etc.)

### OTHER CONTACT DETAILS

Home Telephone	Mobile
Business Telephone	Facsimile
E-Mail Address	Co-owner's contact

*Please tick.* The unit is:    owner-occupied    leased / managed by letting agent    leased / managed by owner

### LETTING AGENT / PROPERTY MANAGER INFORMATION

Name of Agent / Company (if applicable)

Business Address	Postal Address	Telephone:
		Facsimile:
		Email:
		Date of Appointment:

Signature

Date

(Owner/s or Company Nominee)

**NB.** If unit is co-owned at least one owner's / company nominee signature must be supplied.