

## Details Update Form

Owner's Name: \_\_\_\_\_

Strata Plan Number: \_\_\_\_\_ Unit / Lot Number(s): \_\_\_\_\_

**Please provide the following details:**

**Email:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

**Address: Residential**

(required by law) \_\_\_\_\_

\_\_\_\_\_

**Address: Postal**

\_\_\_\_\_

\_\_\_\_\_

**Letting Agent:**

**Address: Postal** \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Communication Instructions (please select)**

	Email	Mail
Levy Notices	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence	<input type="checkbox"/>	<input type="checkbox"/>

Send my levy notice to my letting agent (tick)

**Lessee Details**

Name: \_\_\_\_\_ Commencement date: \_\_\_\_\_

Mobile: \_\_\_\_\_ Term of lease: \_\_\_\_\_

Email: \_\_\_\_\_

This form authorises the owners corporation to communicate with you electronically so far as the law and the bylaws of the strata scheme allow. It remains the responsibility of the owner to update details recorded on the strata roll (including email addresses) as changes occur. McCormacks will not use these details for any other purpose other than to provide you with information about your property. McCormacks privacy policy is available at [www.mccormacks.com.au](http://www.mccormacks.com.au)

**Please fax back to: 02-9299-6725 or email to [info@mccormacks.com.au](mailto:info@mccormacks.com.au)**

\_\_\_\_\_  
Owner(s) Signature