



Owners Contact / Instruction Form

<b>Lot No:</b>		
<b>Owner 1</b>		
First Name:		
Surname:		
Other Name/s:		
Phone:	Home:	Bus:
Mobile:		
Email:		
Home – Street No & Name:		
Suburb – State – Post Code		
Country		
PO Box Address:		
<b>Owner 2</b>		
First Name:		
Surname:		
Other Name/s:		
Phone:	Home:	Bus:
Mobile:		
Email:		
Home – Street No & Name:		
Suburb – State – Post Code		
Country		
PO Box Address:		



<b>Lot No:</b>				
<b>Please complete if Lot is in a Company Name</b>				
Company Name:				
Street No & Street Name:				
Suburb – State – Post Code				
Country				
PO Box Address:				
Contact Name:				
Business Phone:			Mobile:	
Email:				
<b>Emergency Contact:</b>				
Name:				
Phone:			Mobile:	
Email:				
Relationship to Owner				
<b>Managing Agent Contact:</b>				
Agency Name & Branch:				
Postal Address:				
Contact Name:				
Bus Phone:			Mobile:	
Email:				
<p><b>The Owners Corporation Act 2006 and the Electronic Transactions (Victoria) Act 2000 enable levies and the correspondences to be given electronically. Please tick the box above giving your consent to receive all levies and correspondence from the Owners Corporation by email to the nominated email address on this form.</b></p>				
<b>Owners Instructions:</b> (Please select one option for each)				
Levy Notices:	Email to Owner		Email to Agent	
Or	Post to Owner			
Correspondence Notice & Minutes	Email to Owner		Email to Agent	
Or	Post to Owner			
Email address:				
Postal Address:				

Owner 1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner 2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please notify of any changes of which may occur to any of these details.

