Please update the following information and return it to our office so that we can have up to date records and be able to respond to any emergency.

|  |  |
| --- | --- |
| Date |  |
| Strata Plan Code |  |
| Address of Property |  |
| Unit No |  |
| Owner’s Name |  |
| Please sign to receive emailed correspondence/ levies from us |  |
| P o A or Co. Nominee  (please also send proof) |  |
| Owner’s Residential Address |  |
| Address for Meeting Notices |  |
| Address for Levy Notices: | **AS ABOVE TO THE PROPERTY MANAGER** |
| Telephone No | **WORK HOME** |
| Mobile Phone No |  |
| Email Address |  |
| Is your Property Mortgaged? |  |
| Name of Mortgagor |  |
| Address of Mortgagor |  |
| Is your Property Tenanted? |  |
| Property Manager / Self-Managed |  |
| Address of Property Manager |  |
| Telephone No |  |
| Email Address |  |
| Name of Tenant |  |
| Tenant’s Telephone No |  |
| Tenant’s Email Address |  |
| Start Date of Tenancy |  |

**Please return ASAP to:** [michelle@stratarevolution.com.au](mailto:michelle@stratarevolution.com.au)**(we suggest take a photo of this page on your phone and send through to us)**