

Property Contact Form

Owner Details

Property Details: Lot: _____ Unit: _____ Plan No: _____

Property Address: _____

Owner Name: _____

Authorised Contact(s)
(If different to Owner Name
or if Company Owner) _____

Mailing Address: _____

Telephone: _____

Email: _____

Agent Details

(Complete only if property is tenanted)

Property Manager Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Tenant Details:

Tenant Name: _____

Contact Name(s) _____

Telephone: _____

Email: _____

Please advise how you wish to receive notice:

	<u>Owner</u>			<u>Agent</u>	
	Post	Email		Post	Email
• Levy Notices	<input type="checkbox"/>	or <input type="checkbox"/>	or	<input type="checkbox"/>	
• Meeting Notices	<input type="checkbox"/>	or <input type="checkbox"/>	or	<input type="checkbox"/>	
• Correspondence	<input type="checkbox"/>	or <input type="checkbox"/>	or	<input type="checkbox"/>	

Note: Notices of agenda of general meetings are usually sent to the owner.

*Please note it is your responsibility to check your "Junk Mail" folder in case emails are incorrectly viewed as spam.

By signing this form, you authorise Beaumont Strata Management to update the strata roll with the above details.

Signed: _____ Date: ____/____/____

Please email completed form to admin@beaumontstrata.com.au