



### Change of Address / Contact Details

*Please complete this form to update your personal contact details and mailing records with the Body Corporate Managers*

**PLEASE NOTE:**

*Any change of name / address / contact details must be submitted in writing by the registered owner of the lot as required under the BCCM Act.*

BUILDING NAME ..... LOT Number .....

YOUR NAME .....

NAME OF REGISTERED OWNER .....

PREVIOUS ADDRESS .....

SUBURB ..... STATE ..... P/CODE .....

NEW ADDRESS (for correspondence only).....

SUBURB ..... STATE ..... P/CODE.....

NEW ADDRESS (for levy notices only) .....

SUBURB .....STATE..... P/CODE.....

EFFECTIVE FROM DATE ...../...../.....

PHONE (required) ( ) .....

MOBILE (required) .....

EMAIL (required) .....@.....

**PROPERTY MANAGERS DETAILS (if property is currently rented)**

COMPANY NAME: .....

COMPANY ADDRESS: .....

CONTACT PHONE NUMBER: .....

CONTACT PERSON: .....

**CHANGE OF OWNERSHIP (change of ownership must be accompanied by a Form 8, marriage certificate, death certificate or other official documentation)**

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**POWER OF ATTORNEY (should a power of attorney be in place documentation must be forwarded the body corporate manager)**

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SIGNED:.....

DATED:.....

**OFFICE USE ONLY**

Date Received ...../...../20

Application Acknowledged ...../...../20

By-Laws Checked ...../...../20

Issued to the Committee ...../...../20 via **Flying Min**  **CMTEE Mtg**  **General Mtg**  Approval Granted Yes / No Filed...../...../20 Staff I.D .....