



## Update Your Addresses for Services

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

- **Change of Ownership** - Change of ownership must be accompanied by a Form 8, marriage certificate, death certificate or other official documentation (i.e. title deeds).
- **Power of Attorney** - Should a power of attorney be in place, documentation must be forwarded to the body corporate manager.

### Property Details -

Building Name .....

CTS Number ..... Lot Number .....

Name of Registered Owners .....

Contact Number of Registered Owners .....

### New Contact Details - (please select and complete the details where applicable, then confirm the delivery method)

Residential Address .....

Suburb ..... State ..... Post Code .....

Use for      Levy Notice      Annual Notice & Meeting Notice      General Correspondence

Postal Address .....

Suburb ..... State ..... Post Code .....

Use for      Levy Notice      Annual Notice & Meeting Notice      General Correspondence

Email Address .....

Use for      Levy Notice      Annual Notice & Meeting Notice      General Correspondence

Managing Agent

Company Name ..... Phone .....

Email .....

Postal Address .....

Please select from the following options if you would like us to send the notice to your Property Managers: -

Levy Notice      Annual Notice & Meeting Notice      General Correspondence

SIGNED ..... DATED .....