



Update / Change of Owner Details Form

Property Address: _____ Strata Plan Number: _____

Name: _____ Unit Number: _____

Are you residing in the Unit? Yes / No

If not please supply correspondence address: _____

Home Number: _____

Work Number: _____

Mobile: _____

Fax Number: _____

E-mail: _____

Do you have an agent looking after your property? Yes / No

If Yes please provide Agent details

Name of Agency: _____

Property Manager Name: _____

Address: _____

Telephone: _____ Fax: _____

Mobile: _____

Email: _____

Where do you require levy accounts to be sent? Owner / Agent

How would you like the levies sent? Posted / Emailed

How would you like general notices sent? Posted / Emailed

Signed _____ Date _____

Please note – This form will form part of the Strata Companies records and is subject to inspection in accordance with section 43 of the Strata Titles 1985.

PLEASE RETURN THIS POST OR EMAIL THIS FORM AT YOUR EARLIEST CONVENIENCE TO:

**Richardson Strata Management Services
138 Burswood Road
BURSWOOD WA 6100**

**Fax: 08 9355 5299
Email: reception@richardsonstrata.com.au**