



Professional Strata Management  
Focussed on Client Service

## Owner Update Form

Date ...../...../.....

Strata Plan .....

Unit & Street Address .....

### Owner Details

Address for General Correspondence  
(if different from above)

.....  
.....  
.....

Address for Levy Notice  
(if different from above)

.....  
.....  
.....

Send Levy Notices:     Email     Mail     Both

### Contacts

Home .....

Work .....

Mobile .....

Fax .....

Email .....

Owner Occupier     Landlord

### Managing Agent | Tenant Details

Managing Agent .....

Business Address .....

Contact Person ..... Phone .....

Tenant Name ..... Phone .....

**Signed** .....

**Name** .....