

# UPDATE DETAILS FORM



Under Section 258 of the Strata Schemes Management Act 2015, If a lot is leased, the Owners Corporation must be advised no later than 14 days after commencement of the lease.

Please complete and return this form to our office by post GPO Box 968, Sydney NSW 2001 or email [strata@hdre.com.au](mailto:strata@hdre.com.au) at your earliest convenience.

Strata Plan \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_

## FULL NAME/S OF ALL REGISTERED OWNERS

Title \_\_\_\_\_ Surname \_\_\_\_\_ Other Name/s \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_ Other Name/s \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_ Other Name/s \_\_\_\_\_

## OWNER'S CONTACT DETAILS

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Residential Address \_\_\_\_\_ Postal Address \_\_\_\_\_

## AGENT'S CONTACT DETAILS

IF UNKNOWN, LEAVE FIELD BLANK

Name of Agency \_\_\_\_\_ Tenant's Name \_\_\_\_\_

Agent's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

## TENANT'S DETAILS

IF UNKNOWN, LEAVE FIELD BLANK

Commencement of Lease \_\_\_\_\_ Expiry of Lease \_\_\_\_\_

## HOW WOULD YOU LIKE TO RECEIVE YOUR INFORMATION?

Place a select the appropriate circles below (one per row).

	Agent's Email	Owner's Email
AGM/EGM Notices and Minutes to be sent to:	<input type="radio"/>	<input type="radio"/>
Correspondence to be sent to:	<input type="radio"/>	<input type="radio"/>
Levy Notice to be sent to:	<input type="radio"/>	<input type="radio"/>

I hereby declare that all the above information is correct to my knowledge. I understand the accuracy of contact details supplied to H+D Real Estate is my sole responsibility and that I should notify H+D Real Estate immediately if any of my details change.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

### MELBOURNE

103/441 Docklands Drive,  
Docklands VIC 3008

### SYDNEY

Level 10, 28 Margaret Street,  
Sydney NSW 2000

### WAGGA WAGGA

126 Baylis Street,  
Wagga Wagga NSW 2650