



Conti & Co Pty Ltd
ACN 104 948 334
ABN 38 667 939 064

Norwest Strata Pty Ltd
ACN 617 886 601
ABN 36 617 886 601

P (02) 9716 8686
F (02) 9799 1008

Head Office
397 Lyons Road, Five Dock NSW 2046
PO Box 443, Concord NSW 2137

North-West
5/326 Pennant Hills Road, Carlingford NSW 2118
PO Box 443, Concord NSW 2137

E info@contistrata.com.au
W contistrata.com.au

Notice requesting information about a strata lot

Dear Owner

We would like to verify that we have the correct information regarding your lot. We ask that you please complete this form and return to **Conti Strata, PO Box 443 CONCORD NSW 2137** or by fax on **9799 1008** or by email at info@contistrata.com.au.

The following details will assist in effectively managing your strata schemes, contact numbers are imperative in case of emergencies.

Strata Details:

Strata Plan or Building Address:

Lot No:

Owner's Contact Details:

Name(s) on Title:

Postal address of the owner:

Phone:

(Home)

(Work)

(Mobile)

Email:

Owner's delivery preferences:

(If multiple selections are made levies/notices will be sent by post)

Levy notices (*select one*):

Notices such as meeting agendas and minutes (*select one*):

To myself by **email** at the following address:

To myself by **email** at the following address (*note):

To myself by **post** at the following address:

To myself by **post** at the following address:

To my real estate **agent** at their nominated address.

To my real estate **agent** at their nominated address.

**Conti Strata is in the process of implementing Notices by email. Until this process is ready, notices will be sent by post. If you select email, you will be notified that your delivery preference has automatically changed to email once this process is ready.*

Real Estate Agent's Details:

(If the property is rented, which Agent collects the rent, etc)

Business Name:

Address:

Tenant's Details:

(If the property is occupied by a tenant)

Name(s) on the lease:

Lease commencement date:

Address for notices to the tenant:

Phone:

(Home)

(Work)

(Mobile)

Email:

This form was completed by:

(Print Name)

(Signature)

(Date)