

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 email)

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:

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.

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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)