



Owner Update

Please complete the following information and return to our office:

Email: info@socm.com.au

Post: 502/19 Thomposon Street, Abbotsford, VIC 3067

PROPERTY DETAILS

Address Lot # Unit #

Property Type Owner Occupied Tenanted

SECTION A (Required)

Ownership and physical Australian address for service of notices must not be a PO Box

Owner name(s)

As it appears on the lot title

ABN (if company)

Street address

City

State

Post Code

Primary Owner Contact (or company representative)

Secondary Owner Contact (ok to leave blank)

Name

Name

Email

Email

Phone

Phone

Service Method of Fees & Notices

Fees — Send to Owner Rental Agent Email Post

Notices — Send to
(Agendas & Minutes etc) Owner Rental Agent Email Post



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SECTION B – ALTERNATIVE MAILING ADDRESS (Required)

MAY be a PO Box, but only if SECTION A is also completed.
Alternatively, you may skip SECTION B and complete SECTION C.

Owners residing overseas please provide information of a family member or friend living in Australia.

Family member or friend living in Australia

Name

Email

Phone

Postal address

City

State

Post Code

All non-electronic correspondence will be delivered to the physical Australian address in [SECTION A](#) unless you nominate your alternate address in [SECTION B](#) or [SECTION C](#) for a Rental/Managing Agent.

SECTION C – RENTAL / MANAGING AGENT & TENANT INFORMATION

COMPANY

Company

Postal address

City

State

Post Code

Contact

Name

Email

Phone

TENANT

Name

Email

Phone

Date of tenancy agreement From / / Duration

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IMPORTANT INFORMATION

Your Owners Corporation would appreciate being notified of changes to the information above. A failure to provide up-to-date contact details may result in a lot owner being unable to receive important communications from the Owners Corporation.

This includes any changes in a Rental/Managing Agent.

If you elected to receive information electronically, the Owners Corporation/Manager may be required to elect from time-to-time to use your registered Australian address for service rather than send electronically.

SIGNED

Signature _____ Date / /

Owner 1 (or Company Representative)

Signature _____ Date / /

Owner 2 (if applicable)

Signature _____ Date / /

Owner 3 (if applicable)