

## Owners Register: Contact Details

Sections 147 of the *Owners Corporations Act 2006* (the Act), *Owners Corporations Regulations 2018* (the Regulations) and *Owners Corporation Rules* (the Rules)

| Reason  | Information Required        | Insert Below |
|---|-----------------------------|--------------|
| Preferred name  | Contact Name:               |              |
| Email address for all communications to be sent to for AGM invites, Property Reports, Feedback requests, issue resolution.<br>Preferably not a work email as circumstances can change | Main Email:                 |              |
| Any additional email addresses that you would like any of the above correspondence to be CC'd to  | Additional Emails:          |              |
| Email address for all fees to be sent to for payment.<br>Some like this to be sent directly to their Property Managers whilst others pay direct                                       | Invoice Email:              |              |
| Main contact number. Ideally a mobile phone but a home phone is acceptable if you don't have a mobile number  | Mobile Phone:               |              |
| Important to have this information listed on the fee invoices. Also to be used for formal documentation such as Complaints or Notices.  | Postal Address:             |              |
| The date the property title was officially transferred into your name   | Date of Ownership:          |              |
| If you are leasing out the property who are you using and what is the contacts name<br>If Owner Occupier please write that instead  | Property Management Agency: |              |
|   | Property Manager:           |              |
| Confirmation all of the above information is true and accurate and that all correspondence, communication and invoicing will be sent via email  | Signature of Approval:      |              |
|   | Date:                       |              |

Please complete the information below and return to [Andre@CromwellOC.com.au](mailto:Andre@CromwellOC.com.au) at your earliest convenience.