



Update Your Addresses for Services

Please complete this form to update your personal contact details and mailing records with the Body Corporate Managers. Any Change of name/ address/ contact details must be submitted in writing by the registered owner of the lot as required under the BCCM Act.

- **Change of Ownership** - Change of ownership must be accompanied by a Form 8, marriage certificate, death certificate or other official documentation (i.e. title deeds).
- **Power of Attorney** - Should a power of attorney be in place, documentation must be forwarded to the body corporate manager.

Property Details -

Building Name

CTS Number Lot Number

Name of Registered Owners

Contact Number of Registered Owners

New Contact Details - (please select and complete the details where applicable, then confirm the delivery method)

Residential Address

Suburb State Post Code

Use for Levy Notice Annual Notice & Meeting Notice General Correspondence

Postal Address

Suburb State Post Code

Use for Levy Notice Annual Notice & Meeting Notice General Correspondence

Email Address

Use for Levy Notice Annual Notice & Meeting Notice General Correspondence

Managing Agent

Company Name Phone

Email

Postal Address

Please select from the following options if you would like us to send the notice to your Property Managers: -

Levy Notice Annual Notice & Meeting Notice General Correspondence

SIGNED DATED