

CONTACT INFORMATION FORM

Dear Owners, Tenants and Managing Agents

Under the *Strata Schemes Management Act of 2015*, we are required to have current owner, tenant and agent details in our system. Please assist us by completing this form and returning it to Westside Management by email, fax or post at your earliest convenience. We thank you in anticipation of your co-operation in this matter.

OWNER DETAILS

Name: _____	
Residential / Mailing Address: _____ _____	
Send correspondence to:	My Address / Property Manager
Send levy notices to:	My Address / Property Manager
Home Phone: _____	Work Phone: _____ Fax: _____
Mobile(s): _____	Email: _____
Please help save the environment. Send all of my meeting notices and minutes via the email address provided.	
Yes / No (Please circle)	
If no option is circled above, then all documents will be emailed.	

AGENT DETAILS

Agency & Name: _____ (Agent)	
Postal Address: _____	
Phone: _____	Fax: _____ Email: _____

TENANT DETAILS

Name: _____ (Tenant)	
Home Phone: _____	Work Phone: _____ Mobile: _____

Strata Plan Number _____	Lot Number _____
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Please return this form via email to strata@westside.net.au