

Information Update Form

In accordance with requirements of the BCCM Act, applicable to owners of properties, and to enable the body corporate managers to carry out their duties efficiently you are asked to keep your "Roll" information up to date at all times. Please complete this form and return to our office via email, post or fax.

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Owner's Name

Lot Number

Unit Number
(if different)

Address for Service of Notices: *NOTE: This is the address to which all body corporate communication is directed.

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Address

Suburb

Postcode

Residential (Street) Address (if different): * NOTE: This address is for Roll records only. It becomes necessary if the address is a Box Number or some address other than the owner's residential address.

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Street Address

Suburb

Postcode

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Phone: Home

Work

Mobile

Email Address: _____

Correspondence by Email: I authorise to receive correspondence by email. *Please tick the appropriate box*

YES

☐

NO

☐

Levy Notices by Email: I authorise to receive Levy Notices by email. *Please tick the appropriate box*

YES

☐

NO

☐

To Owner: ☐

To Agent: ☐

If ticked, provide details below

Managing Agent Name: _____ Agent's Business Name: _____

Email Address: _____ Phone Number: _____

Authority: I give permission for my contact information to be provided to:

Service providers (if required)	YES ☐	NO ☐
Committee members (if required)	YES ☐	NO ☐
Lot owners (if needed)	YES ☐	NO ☐

Attorney or Company Nominee (if applicable)

Name of Nominee:	Business Name:
Email Address:	Phone Number:

Other Information: _____

Owners: _____ **Date:** _____

**Name of Body
Corporate:**

Body corporate for

Please return to our office by email, fax or post. Thank you