



**UPDATE DETAILS FORM**

Under Section 258 of the *Strata Schemes Management Act 2015*, if a lot is leased, the Owners Corporation must be advised no later than 14 days after commencement of the lease.

Please complete and return this form to our office by post GPO Box 968, Sydney NSW 2001 or email info@perpetualstrata.com.au at your earliest convenience.

Strata Plan ..... Lot ..... Unit .....

**Full Name/s of All Registered Owners**

Title ..... Surname ..... Other Names .....

Title ..... Surname ..... Other Names .....

Title ..... Surname ..... Other Names .....

**Owner's Contact Details**

Phone Number.....

Email .....

**Residential Address**

**Postal Address**

.....

.....

.....

.....

**Agent's Details**

**Tenant's Details**

Name of Agency .....

Tenant's Name .....

Agent's Name .....

Phone Number .....

Phone Number .....

Email .....

Email .....

Commencement of Lease .....

Expiry of Lease .....

**How would you like to receive your information?**

Place a select the appropriate circles below (one per row).

**AGM/EGM Notices and Minutes to be sent to:**

**Agent's  
Email**

**Owner's  
Email**

**Correspondence to be sent to:**

**Levy Notice to be sent to:**

I hereby declare that all the above information is correct to my knowledge. I understand the accuracy of contact details supplied to Perpetual Strata Management is my sole responsibility and that I should notify Perpetual Strata Management immediately if any of my details change.

**SIGNED:**

**DATE:**