



Update / Change of Owner Details Form

1 Your Details

Property Address: Strata Plan Number

Your Full Name Unit/Lot Number Are you residing in the unit?
 YES NO

If you're not residing in the above address, please supply an address for correspondence to go to

Landline Number Work Number Mobile Number

Fax Number Email

2 Property Agent Details (If Applicable)

Name of Agency Property Managers Name

Address

Telephone Fax

Mobile Email

4 Correspondence

Where do you require levy accounts to be sent to: Postal Address

How would you like the levies sent: Email

How would you like General Notices sent: Email

Signature

Date

Please return this form via email or post at your earliest convenience.

Richardson Strata Management Services
138 Burswood Road
BURSWOOD WA 6100.

Email: reception@richardsonstrata.com.au
Fax: 08 9355 5299

Please note – This form will form part of the Strata Companies records and is subject to inspection in accordance with section 43 of the Strata Titles 1985.