LR/Reed

Owner Information Form

In order to keep our records up-to-date and to maintain a level of accuracy, kindly complete this form and return to our office or via e-mail:

Mailing Address: LR Reed Pty Ltd, Level 1/405 Collins Street, MELBOURNE, VIC 3000
Contact No.: 03 8684 8888
Email: lrreed@lrreed.com.au

S.135 Owners Corporation Act 2006 – A lot owner who does not occupy the lot or who will be absent from the Lot for more than three months must advise the Owners Corporation of mailing address for service of notices as soon as possible.

PROPERTY DETAILS

Address: **OC No:** **Lot/Unit No.**

OWNER/S RESIDENTIAL/REGISTERED ADDRESS

Name/s:

Address:

Phone:

Mobile:

Mobile:

Mailing Address If Different From Above:

Fax:

****Email:**

COMPANY DETAILS – Complete If Property Is Held In Name Of A Company Or Trust

Name Of Company/Trust:

Company/Trust Nominee:

Address:

Phone:

Mobile:

Fax:

****Email:**

PROPERTY MANAGEMENT / LEASING AGENT

Agent's Business Name:

Agent's Address:

Phone:

Mobile:

Fax:

****Email:**

Fee Notices to be sent via: ☐ Email ☐ Mail **to:** ☐ Owner ☐ Agent

Notice of Meetings & All Correspondence to be sent via: ☐ Email ☐ Mail **to:** ☐ Owner ☐ Agent

(Please circle your choice – be advised that we are unable to send via both methods or to both recipients)

Name: _____

Signed: _____ **Date:** / /