

INFORMATION SHEET

OWNERS CORPORATION PLAN - <<ACCOUNT BCSP>> Date: _____
<<BU NAME>>

Unit Number (Please complete)

In order to ensure that the Owners Corporation has an accurate Members register and in the event of any **EMERGENCIES** that may arise, would you please **COMPLETE** these details and **RETURN** to Jeffrey E McLean & Co., 58 Beetham Parade, Rosanna 3084 as soon as possible. Legislation sets out that Owners Corporation Managers are required to have up to date contact information for Members, otherwise we may incur a fine which can be passed onto Members.

FULL NAME OF OWNER/S: (If a Company, please include full company details and the name of the Principal Director)

Mr/Mrs/Ms First Name/s Surname/s

Address (For Correspondence & Service of Notices):

Telephone: Private: _____ Business: _____ Fax: _____

Mobile: _____

Email: _____

If Mortgaged name of Financial Institution: _____ **Insurance Purpose**

ACCOUNTS TO: Owner / Agent

NAME OF AGENT: _____

Address: _____

Telephone No.: _____ Facsimile: _____

Name of Tenant: _____ Telephone No.: _____

EMERGENCY: Phone number and name of alternative person to contact in an emergency e.g. Relative, Business Partner etc.

Name: _____ Relationship: _____

Telephone No Private: _____ Business: _____

Mobile: _____

PLEASE NOTE: In accordance with the Regulations, Section 5, Owners must notify any change of ownership/occupancy as soon as they occur.

Signature: _____ Date: _____