A close up of a logo

Description automatically generated

Email: [action@bocmps.com.au](mailto:action@bocmps.com.au)

Web: [www.betteroc.com.au](http://www.betteroc.com.au)

**LOT OWNER INFORMATION AND CONTACT DETAILS**

The information requested below is for the purpose of enabling the management function and record keeping obligations under the Owners Corporation Act 2006 (Vic). It is therefore important that we have up-to-date contact details for all lot owners to facilitate management duties, communication and to ensure timely receipt of owners corporation (OC) correspondence such as fee notices and meeting notifications. Please therefore ensure that you notify us promptly in the event there is any change to your contact details. The information collected will not be shared with other parties unless required or permitted by law, or permission is given by lot owners – see next page for privacy election.

**Property Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Owners Corporation Number: | |  | | |
| Address: | |  | | |
| Property type: | Residential: 🞏 | | Commercial: 🞏 | Hospitality: 🞏 |
| Description of property use:  (Examples: domestic accommodation, office, logistics, retail shop) | | | | |

**Lot Details – if multiple lots are owned by the same party/ies, please complete a separate form for each lot.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lot number: |  | Unit number: | |  | Accessory lot number: |  |
| Lot Address (if different to OC address): | | |  | | | |

**Contact details for owner(s) specified on the property title for the lot:**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Preferred Name (if different to above) |  |
| Company Name or Trust (if applicable): |  |
| Party/ies responsible for decisions concerning the lot(s) and OC fees and expenses if different to the above – please attach supporting evidence such as power of attorney or other legal status: |  |
| Mailing Address: |  |
| Email Address: |  |
| Mobile Phone Number: |  |
| Telephone Number (business hours): |  |
| Telephone Number (after hours): |  |

**Contact details for owner(s) specified on the property title(s):**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Preferred Name (if different to above) |  |
| Company Name or Trust (if applicable): |  |
| Party/ies responsible for decisions concerning the lot(s) and OC fees and expenses if different to the above – please attach supporting evidence such as power of attorney or other legal status: |  |
| Mailing Address: |  |
| Email Address: |  |
| Mobile Phone Number: |  |
| Telephone Number (business hours) |  |
| Telephone Number (after hours) |  |

Preferred method for receiving OC correspondence – please indicate by placing a tick in the appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| **OC Correspondence** | **Email** | **Post** | **Address details for preferred method** |
| Fee notices |  |  |  |
| Notices, such as AGM documents |  |  |  |

If the property is tenanted, please provide the contact details of the managing agent:

|  |  |
| --- | --- |
| Agent Business Name: |  |
| Agent Contact: |  |
| Agent Mailing Address: |  |
| Agent Telephone Number: |  |
| Agent email Address: |  |

**Please note that fee notices will be sent to the lot owner unless otherwise directed to send to the managing agent. Please tick this box if fee notices should be sent to your managing agent:** 🞏

**Privacy Election**

As stated above, the information collected will not be shared with other parties unless required or permitted by law, or permission is given by lot owners.

Do you give your permission for your contact details to be given to parties engaged on behalf of the OC in the event that maintenance or trades contractors may need to communicate directly with lot owners to coordinate the completion of planned works or in the event of an emergency?

Yes No

………………………………………………….…… ………………………………………………………. ………………………….

Name Signature Date

………………………………………………….…… ………………………………………………………. ………………………….

Name Signature Date