



Lot Owner Change of Details Form

To ensure our records are correct, please complete and return to Sanctuary Lakes Resort Services Ltd.
The Owners Corporation requires notification of any changes to these details at all times.

PLEASE PRINT CLEARLY

Property Type	Owner Occupied	Rental	Vacant Land
Property name / Plan of Subdivision #	_____		
Lot Number	_____	Lot Address	_____

SECTION A Lot ownership and physical Australian address for service of notices
Must NOT be a PO Box

Lot owner name(s) _____
As it appears on Title

Street Address _____

City _____ State _____ Post Code _____

Phone _____ Mobile _____

Email(s) _____

SECTION B Alternate mailing address
MAY be a PO Box, but only if section A is also completed

Postal Address _____

City _____ State _____ Post Code _____

* All non-electronic correspondence will be delivered to the physical Australian address in Section A unless you nominate your alternate address in Section B by ticking this box:

SECTION C If the property is tenanted, please also provide the managing/property agent's details

Contact _____

Postal Address _____

City _____ State _____ Post Code _____

Phone _____ Mobile _____

Email _____

** All non-electronic correspondence will be delivered to the physical Australian address in Section A unless you nominate your licensed managing/property agent in Section C by ticking this box:



Would you prefer to receive Owners Corporation documentation electronically?

I / We consent to receiving correspondence and documentation required to be provided by the Owners Corporation in accordance with the *Owners Corporation Act 2006* or otherwise by law by email at the discretion of the Committee / Manager.

Yes

I / We consent to receiving Correspondence and Documentation in relation to the Sanctuary Lakes Resort Services Ltd and/or Owners Corporation Committee by email at the discretion of the Manager and/or the Committee.

Yes

Important information

Lot owners are required to notify the Owners Corporation within 7 days of any changes to any contact details. A failure to provide up to date contact details may result on a lot owner being unable to receive all communications from the Owners Corporation.

If you elected to receive information electronically, the Owners Corporation / Manager may elect from time-to-time to use your registered Australian address for service rather than send electronically.

All owners of the lot must sign below:

Signature _____ Date ___ / ___ / _____
Owner 1

Signature _____ Date ___ / ___ / _____
Owner 2 (if applicable)

Signature _____ Date ___ / ___ / _____
Owner 3 (if applicable)

Please Note

Registered address for service of notices

Each lot owner must supply a physical Australian address for service of notices. This should be recorded in Section A.

* If you prefer to have your mail sent to a PO Box, this address must be recorded in **Section B** and you must tick the associated box. If you select this option you must also supply a physical Australian address for the owners corporation records and record that in **Section A**.

** **Care of** addresses will not be accepted, unless it is a licensed managing/property agent and recorded in **Section C** and tick the box.