



ALCORP STRATA MANAGEMENT

ABN 24 563 807 340

Dear Owners

To ensure we have the most up to date contact information, please complete the below form and return it to our office via fax 9534 2218 or email reception@alcorpstrata.com.au .

We are now able to supply owners with agendas and minutes of meetings and other notices via email. If this is how you would like delivery of any/all correspondence, please authorise our office by indicating below and signing the form.

If you have any queries, please don't hesitate to contact our office on 9533 6888.

Kind Regards

Alcorp Strata Management

CONTACT INFORMATION

Property Address		SP	Lot / Unit #	
------------------	--	----	--------------	--

Please print in capitals

First Name	Surname		
Postal Address			
	Post Code		
Email			
Phone (Tick preferred)	<input type="checkbox"/> (h)	<input type="checkbox"/> (w)	<input type="checkbox"/> (m)
Owner or Agent (please circle) <input type="checkbox"/> Mail -- Correspondence, meeting notices & minutes <input type="checkbox"/> Mail -- Levy Notices		Owner or Agent (please circle) <input type="checkbox"/> Email -- Correspondence, meeting notices & minutes <input type="checkbox"/> Email -- Levy Notices	
Owner Occupied (Please tick)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please complete Managing Agent Details
Managing Agent			
Address			
Email		Phone	

Name: _____

Date: _____

Signature: _____