



All Suburbs Strata Management

Liability limited by a scheme approved under Professional Standards Legislation
3/10 Railway St Liverpool NSW 2170 | Ph: (02) 9600 7000
1/1 Somerset Ave Narellan NSW 2567 | Ph: (02) 4610 5699
PO Box 142 Liverpool NSW 1871
www.allsuburbsstrata.com.au
E: info@assm.net.au

STRATA SCHEMES MANAGEMENT ACT

STRATA INTEREST NOTICE (Section 22) / TENANCY NOTICE (Section 258)

** Indicates Sections must be completed

To the Secretary, The Owners - Strata Plan: Lot(s) concerned:

Address: c/- All Suburbs Strata Management, Shop 3/ 10-12 Railway Street Liverpool 2170

Owner(s) Full Name(s):

(1) Owners Australian Residential Street Address:

OWNERS CONTACT DETAILS:

H: Wk: Mob 1: Mob 2:

Email(s):

Communication Preferences: How would you like to receive information relating to your property?

I/We authorise the Owners Corporation of the Strata Plan and its representatives (including the Agent according to its privacy policy) to use my personal information for the purposes of administering the strata plan, operating its business and deliver the following per my direction. I/We acknowledge that it is my/our responsibility as the lot owner (s) to advise the agent in writing of any change of email address and/ or mobile number as it occurs.

DELIVERY: Please Choose One Option for each if via post

Levy Reminders:

- Input boxes for Levy Reminders: Email/Electronic (To Owner), By Post, To Managing Real Estate Agent (By Email Yes / No) Please indicate

Correspondence, Meeting Notices & Minutes:

- Input boxes for Correspondence, Meeting Notices & Minutes: Email/Electronic (To Owner), By Post, To Managing Real Estate Agent (By Email Yes / No) Please indicate

(2) Owners Address for Service of Notices (Eg: Meeting documents) (If different from (1) above)

(3) Owners Address for Service of Levy Notices (If different from (1) above)

(4) DIRECT DEBIT for Levy payments: I / We consent to my email address/s being provided to DEFT for the purposes of receiving an invitation to set up the option of Direct Debit to pay my/ our strata levies.

Email(s):

Please note: You must provide your email address to receive the DIRECT DEBIT INVITATION

IS YOUR UNIT RENTED YES NO IF YES PLEASE ALSO COMPLETE THE FOLLOWING:

(5) Tenant Information

Name/s:

Contact Nos: H: Wk: Mob:

Email:

Lease Commencement Date: Length of Lease: (6 or 12 months)

If Commercial or Industrial Lot: Details of Usage:

(6) Managing Agent Information

Agent Name: Office Ph No:

Postal Address:

General Email:

Levy Notice Email:

** IMPORTANT NOTE ** Real Estate Agents receiving levy notices and other correspondence should nominate a central email account in which to receive documents and not one specific property manager.

Are you the: OWNER EXECUTOR SOLICITOR MORTGAGEE IN POSSESSION

Lot Owners/Agents Signature: Dated: