



## CHANGE OF DETAILS

The Body Corporate and Community Management Act 1997 requires that all owners notify the Body Corporate of any changes of address or owner details. The Act also requires the recording on the roll of the registered nominees, representatives, any mortgagee in possession, lessees and letting agents. This form is designed to assist you in keeping this information up-to-date. Please complete this form in full and return to:

The Secretary of your Body Corporate  
c/o 8/107 Miles Platting Road,  
Eight Mile Plains, QLD 4113  
Or Fax 07 3456 4299

Body Corporate for: \_\_\_\_\_ CTS #: \_\_\_\_\_ Lot #: \_\_\_\_\_

### Lot Owners Details

Lot owner/s names: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone numbers: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (M) \_\_\_\_\_  
(F) \_\_\_\_\_ Email: \_\_\_\_\_

Levies to (please circle): **Owner** **Agent**

### Company/Corporation Information (If the owner is a company or corporation, nominee details are required)

Nominee name: \_\_\_\_\_

Contact number: (B) \_\_\_\_\_ (M) \_\_\_\_\_ (F) \_\_\_\_\_

### Agent Information

Letting Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: (B) \_\_\_\_\_ (M) \_\_\_\_\_ (F) \_\_\_\_\_

Email: \_\_\_\_\_

### Owner/Agent/Tenant/Other signature (please indicate)

Signature 1. \_\_\_\_\_ Date \_\_\_\_\_

Signature 2. \_\_\_\_\_ Date \_\_\_\_\_