



### 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

<b>Property Type</b>	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:



**Where possible we send all Owners Corporation documentation electronically. If you would prefer to receive hard copies of these documents via post instead, please tick the relevant box below:**

I / We request that Fee Notices and reminders be sent via the mailing address provided to the Owners Corporation

Yes

I / We request that, where possible, all correspondence be sent via the mailing address provided to the Owners Corporation

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 correspondence via post, the Owners Corporation / Manager may elect from time-to-time to send documents electronically for service rather than send via post.

**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. 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.