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**STRATA SCHEMES MANAGEMENT ACT 1996 - Sections 118, 119 and 120**  
**NOTICE OF INTEREST/ LEASE/ MORTGAGE**

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 Address (PO Box numbers are not acceptable)**

\_\_\_\_\_  
\_\_\_\_\_

***PLEASE NOTE:** Legislation requires that all owners **MUST PROVIDE** an **Owners Australian Address for Service of Notices** to ensure that Notices of Meetings and other correspondence are received. All owners must provide their actual street address above.*

*Levy notices & reminders, which assist to avoid the occurrence of levy arrears, can be sent to a Post Office Box or Real Estate Agent. Please include the alternate address in the section below, Address for Service of Levy Notice.*

**(2) Owners Australian Address for Service of Notices (If different from (1) above)**

\_\_\_\_\_

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

\_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

Are you the:  OWNER  EXECUTOR  MORTGAGEE IN POSSESSION

*(Strata Schemes Management Act 1996 states that an Australian address for service must be provided by the lot owner to the Owners Corporation)*

**OWNERS CONTACT DETAILS:**

**Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

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

**IF YOUR UNIT IS RENTED PLEASE ALSO COMPLETE THE FOLLOWING:**

**Agents Name:** \_\_\_\_\_

**Agents Address:** \_\_\_\_\_

**Agents Contact Numbers:** \_\_\_\_\_

**Tenants Name:** \_\_\_\_\_

**Tenants Contact Numbers: H:** \_\_\_\_\_ **Wk:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Commencement Date of Lease:** \_\_\_\_\_ **Length Of Lease:** \_\_\_\_\_ (6 or 12 months)

**If Commercial or Industrial Lot: Details of usage:** \_\_\_\_\_

**Lot Owners/Agents Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_