

Date: \_\_\_\_\_



## **OWNERS UPDATE FORM**

PS: \_\_\_\_\_

Lot: \_\_\_\_\_

### **Owner Details: (please complete all details below)**

Name/s: \_\_\_\_\_

Address of actual Property: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### **Managing Agent Details: (if applicable)**

Company: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

In regards to your agent details above please advise how you would like your fee notices and correspondence issued.

**Please note ONLY ONE option from each column below can be selected.** Please mark your selection for each:

☐ Fee notices to Owner via post

☐ Correspondence to Owner via post

☐ Fee notices to Agent via post

☐ Correspondence to Agent via post

### **Please complete all fields and return to one of the following:**

Postal Address: Engine Property Group Pty Ltd  
PO Box 589  
East Melbourne VIC 8002  
Email Address: [reception@enginepropertygroup.com.au](mailto:reception@enginepropertygroup.com.au)

I, \_\_\_\_\_, the owner/s of the above property give authority for Engine Property Group Pty Ltd to change my details to the above.

Signature: \_\_\_\_\_

### **Information to the Owner:**

**A lot owner who sells must advise the Owners Corporation of the name and address of the new owner within one month of the completion of the contract. To legally transfer ownership we must receive a Notice of Disposition or Notice of Acquisition, which is prepared at settlement.**

Failure to notify the Owners Corporation of change of address for service of notices or phone contact details may result in the delays in transmission of notices.

The owner of the property has a legal obligation under the Owners Corporations Act 2006, to ensure that fees for the lot are paid by the due date, failure to pay fees on time will result in late fees and penalty interest being accrued to the owners account.

Current phone number and emergency contact numbers must be made available to the Owners Corporation. If you do not intend to occupy your property we suggest that you provide the managing agent details, your agent will then be the first point of reference should any matter arise regarding your property.

Consumer Affairs Victoria has developed **a Guide for Owners Corporations**, to request a copy call 1300 558 136.

You are advised to write to the Manager should you require further information regarding the property or your obligations under the Owners Corporations Act 2006 and Owners Corporations regulations 2007.