



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:

- | | |
|--|---|
| <input type="checkbox"/> Fee notices to Owner via post | <input type="checkbox"/> Correspondence to Owner via post |
| <input type="checkbox"/> Fee notices to Agent via post | <input type="checkbox"/> 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

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.