



## Owners Details and Electronic Correspondence Form

To ensure you receive all information on your property we need correct information. Fee Notices and other Correspondence can now also be sent to you electronically. Please complete the below details and select your preference of delivery and return this form to our office at [admin@ubcm.com.au](mailto:admin@ubcm.com.au).

Owners Corporation (Property) Address:					
Ownership Name(s) on Certificate of Title (name/names/Company Name/Trust Name etc)					
<b>Contact Details</b>					
Primary Owners Contact Details			Secondary Owners Contact Details		
Salutation	/	Given Name	/	Surname	
Postal Address (Australian Street Address Required)			Postal Address		
Phone Contacts			Phone Contacts		
Mobile: .....			Mobile: .....		
Home: .....			Home: .....		
Work: .....			Work: .....		
Email Address			Email Address		
Post / Email Preferences (tick required boxes or may leave blank if details forwarded to Agent below)					
	<i>Email</i>	<i>Post</i>		<i>Email</i>	<i>Post</i>
Levy Notices	<input type="checkbox"/>	<input type="checkbox"/>	Levy Notices	<input type="checkbox"/>	<input type="checkbox"/>
Notices (Meetings, Minutes etc)	<input type="checkbox"/>	<input type="checkbox"/>	Notices (Meetings, Minutes etc)	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence (General)	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence (General)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property Manager /Real Estate Agent</b>					
Company/Agent Name: .....					
Postal Address: .....					
Email Address: .....					
Phone Details: .....					
	<i>Levies</i>		<i>Notices</i>		<i>Correspondence</i>
Please email following (ticked) items to Real Estate Agent	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

## Owners Details and Electronic Correspondence Form (continued)

*Please note: I / we acknowledge that by requesting electronic receipt of correspondence & /or Fee Notices that I/we accept full responsibility at all times to provide a current, functioning email address to the manager & for regularly checking the "In Box" of the nominated account of receipt of any such communications. I / we agree to & accept that the date upon which electronic correspondence is issued is the date upon which I / we receive such advice.*

<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

**Please Note:** In Accordance with the Owners Corporation Act 2006 Section 134, Owners must notify the Owners Corporation of any change of ownership/ mailing address and contact details within one month.

**Privacy Policy:** A copy of our privacy policy in accordance with the Privacy Act 1988 can be obtained from our office.

**PRIVACY ACT 1988 (Cwth)**

**Why we collect your personal information?**

As a result of the introduction of the Privacy Act 1988, Owners corporation management will only collect, use and disclose personal information which is required under the Owners Corporation Act 2006. The general principal is that the Owner Corporation must only collect personal information which is necessary for one or more of its functions and activities to achieve the purposes specified or otherwise allowed under the Appointment of Manager Agreement. The major function of the Owner Corporation is to administer and manage the property which is jointly owned by the members. Therefore, the Owners Corporation must collect sufficient personal information to communicate with each member, forward meeting notices and minutes, keep responsible books of account, recover amounts owed to the Owners Corporation, to contact members when tradespersons undertake repairs to the common property, and other parties as required by law. Consequences to you of us not having that information. If the management of the Owners Corporation does not collect your personal information, we will not be able to provide your owners corporation with the services agreed to under the Management Agreement. For instance, we would not be able to issue an agenda or forward contribution notices, attend to repairs and maintenance for the benefit of all the property owners, nor be able to make insurance claims on behalf of the Owners Corporation: