



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

## OWNERS INFORMATION FORM

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

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

### Owner Details

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

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

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

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

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

### Managing Agent Details (if applicable)

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

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

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

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

Please tick:  Invoices to Agent  Correspondence to Agent

### Please complete all fields and return to:

Engine Property Group Pty Ltd  
PO Box 589  
East Melbourne VIC 8002

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.**

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

**ENGINE PROPERTY GROUP PTY LTD**

PO BOX 589 | East Melbourne, 8002 | Ph: 1800 364 463 | [reception@enginepropertygroup.com.au](mailto:reception@enginepropertygroup.com.au)

[www.enginepropertygroup.com.au](http://www.enginepropertygroup.com.au)