

ROLLCONF – Roll Details Confirmation

Letterhead

Company Title
!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title
Confirmation Text

Account Manager

Residential Address	New Residential Address
Res/Bus Address 1	_____
Res/Bus Address 2	_____
Res/Bus Address 3	_____

Address for General Correspondence (update if required)	New Address for General Correspondence and Notices
Notice Address 1	_____
Notice Address 2	_____
Notice Address 3	_____

Address for Levy Notice (update if required)	New Address for Levy Notice
Levy Notice Address	_____
Levy Notice Address	_____
Levy Notice Address	_____

<p>Letting Agent Details</p> <p>Address Title 1</p> <p>Address Title 2</p> <p>Res/Bus Address 1</p> <p>Res/Bus Address 2</p> <p>Res/Bus Address 3</p> <p>Contacts New</p> <p>Home Tel Telephone (1) _____</p> <p>Work Tel Telephone (2) _____</p> <p>Mobile Mobile _____</p>	<p>New Letting Agent Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Tel</td> <td style="width: 33%;">Telephone (2)</td> <td style="width: 33%;">Tel</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fax</td> <td>Fax</td> <td>Fax</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Email</td> <td>Extra Info</td> <td>Email</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fax</td> <td>Fax</td> <td>_____</td> </tr> <tr> <td>Email</td> <td>Extra Info</td> <td>_____</td> </tr> <tr> <td>ABN</td> <td>ACN</td> <td>_____</td> </tr> </table>	Tel	Telephone (2)	Tel	_____	_____	_____	Fax	Fax	Fax	_____	_____	_____	Email	Extra Info	Email	_____	_____	_____	Fax	Fax	_____	Email	Extra Info	_____	ABN	ACN	_____
Tel	Telephone (2)	Tel																										
_____	_____	_____																										
Fax	Fax	Fax																										
_____	_____	_____																										
Email	Extra Info	Email																										
_____	_____	_____																										
Fax	Fax	_____																										
Email	Extra Info	_____																										
ABN	ACN	_____																										

Don't send marketing material

Signed _____ Name _____ Date ____/____/____

ROLLCONF1 – Roll Details Confirmation

Letterhead

CompanyTitle
!Strata Roll Details!

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

<u>Residential Address</u>		<u>New Residential Address</u>	
Res/Bus Address 1		_____	
Res/Bus Address 2		_____	
Res/Bus Address 3		_____	
<u>Address for General Correspondence (update if required)</u>		<u>New Address for General Correspondence and Notices</u>	
Notice Address 1		_____	
Notice Address 2		_____	
Notice Address 3		_____	
<u>Address for Levy Notice (update if required)</u>		<u>New Address for Levy Notice</u>	
Levy Notice Address		_____	
Levy Notice Address		_____	
Levy Notice Address		_____	
<u>Letting Agent Details</u>		<u>New Letting Agent Details</u>	
Address Title 1	Tel Telephone (2)		Tel
Address Title 2	Fax Fax		Fax
Res/Bus Address 1	Email Extra Info		Email
Res/Bus Address 2			
Res/Bus Address 3			
<u>Contacts</u>	<u>New</u>	<u>Contacts</u>	<u>New</u>
Home Tel Telephone (1)	_____	Fax Fax	_____
Work Tel Telephone (2)	_____	Email Extra Info	_____
Mobile Mobile	_____	ABN ACN	_____

Signed _____ Name _____ Date ____/____/____

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

! Strata Roll Details!

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

Residential Address		Contacts	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ASN	ACN _____	Mobile	Mobile _____
		Email	Extra Info _____

Address for General Correspondence (update if required) Address for Levy Notice (update if required)

Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____

Letting Agent Details		Tenant Details	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____

Date Appointed	Date Appointed/Acquired/Change of details	Lease Start Date	Date Appointed/Acquired/Change of details	Lease Term
Tel	Telephone (2) _____	Tel	Telephone (1) _____	
Mobile	Mobile _____	Mobile	Mobile _____	
Fax	Fax _____	Fax	Fax _____	
Email	Extra Info _____	Email	Extra Info _____	

Signed _____ Name _____ Date ____/____/____

ROLLCNF3 – Roll Details Confirmation

Letterhead

CompanyTitle

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
 Address Title 2
 Priority Address 1
 Priority Address 2
 Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number
 Entitlements Contribution Lot Entitlement

Dear Letter Title
 Confirmation Text

Account Manager

Residential Address		Contacts	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ASN	ACN _____	Mobile	Mobile _____
		Email	Extra Info _____
Address for General Correspondence (update if required)		Address for Levy Notice (update if required)	
Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
Letting Agent Details		Tenant Details	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
Date Appointed:	Date Appointed/Acquired/Change of details _____	Lease Start Date	Date Appointed/Acquired/Change of details _____ Ranking/Lease Term _____
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____

If you do not wish to receive news and marketing material please check this box

Signed _____ Name _____ Date ____/____/____

ROLLCNF4 – Roll Details Confirmation

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

<u>Residential Address</u>		<u>Contacts</u>	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
AN	ACN _____	Mobile	Mobile _____
		Email	Extra Info _____
<u>Address for General Correspondence</u> <small>(update if required)</small>		<u>Address for Levy Notice</u> <small>(update if required)</small>	
Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
<u>Letting Agent Details</u>		<u>Tenant Details</u>	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
<u>Date Appointed</u>	<u>Date Appointed/Acquired/Change of details</u>	<u>Lease Start Date</u>	<u>Date Appointed/Acquired/Change of details/Lease Term</u>
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____
If you do not wish to receive news and marketing material please check this box <input type="checkbox"/>			
Signed	_____	Name	_____
		Date	____/____/____

ROLLCNF5 – Roll Details Confirmation

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

<u>Residential Address</u>		<u>Contacts</u>	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ASN	ACN _____	Mobile	Mobile _____
		Email	Extra Info _____
<u>Address for General Correspondence</u> <small>(update if required)</small>		<u>Address for Levy Notice</u> <small>(update if required)</small>	
Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
<u>Letting Agent Details</u>		<u>Tenant Details</u>	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
<u>Date Appointed</u>	<u>Date Appointed/Acquired/Change of details</u>	<u>Lease Start Date</u>	<u>Date Appointed/Acquired/Change of details</u>
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____

Signed _____ Name _____ Date ____/____/____

ROLLCNF2 – Roll Details Confirmation+Address

Letterhead

Company Title

CompanyAddress1 CompanyAddress2 CompanyAddress3

!Roll Details Confirmation !

Address Title 1	Date	
Address Title 2	A/c Number	Account No
Priority Address 1	Lot Number	Lot Number
Priority Address 2	Entitlements	Contribution Lot Entitlement
Priority Address 3		

Dear Letter Title

Confirmation Text

Account Manager

Residential Address	New Residential Address
Res/Bus Address 1	_____
Res/Bus Address 2	_____
Res/Bus Address 3	_____

Address for General Correspondence (update if required)	New Address for General Correspondence and Notices
Notice Address 1	_____
Notice Address 2	_____
Notice Address 3	_____

Address for Levy Notice (update if required)	New Address for Levy Notice
Levy Notice Address	_____
Levy Notice Address	_____
Levy Notice Address	_____

Letting Agent Details	New Letting Agent Details	
Address Title 1	Tel Telephone (2)	Tel
Address Title 2	Fax Fax	Fax
Res/Bus Address 1	Email Extra Info	Email
Res/Bus Address 2		
Res/Bus Address 3		

Contacts	New	Contacts	New
Home Tel Telephone (1)	_____	Fax Fax	_____
Work Tel Telephone (2)	_____	Email Extra Info	_____
Mobile Mobile	_____	ABN ACN	_____

Signed _____ Name _____ Date ____/____/____

ROLLCNF7 – Roll Details Conf No Mktg No Sig

Letterhead

Company Title
!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title
Confirmation Text

Residential Address		New Residential Address	
Res/Bus Address 1		_____	
Res/Bus Address 2		_____	
Res/Bus Address 3		_____	
Address for General Correspondence (update if required)		New Address for General Correspondence and Notices	
Notice Address 1		_____	
Notice Address 2		_____	
Notice Address 3		_____	
Address for Levy Notice (update if required)		New Address for Levy Notice	
Levy Notice Address		_____	
Levy Notice Address		_____	
Levy Notice Address		_____	
Letting Agent Details		New Letting Agent Details	
Address Title 1	Tel	Telephone (2)	Tel
Address Title 2	Fax	Fax	Fax
Res/Bus Address 1	Email	Extra Info	Email
Res/Bus Address 2			
Res/Bus Address 3			
Contacts	New	Contacts	New
Home Tel Telephone (1)	_____	Fax Fax	_____
Work Tel Telephone (2)	_____	Email Extra Info	_____
Mobile Mobile	_____	ABN ACN	_____
Signed _____		Name _____	
		Date ___/___/___	

ROLLCNF8 – Roll Details Confirmation (Vic)

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation!

Address Title 1
 Address Title 2
 Priority Address 1
 Priority Address 2
 Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number Unit Number Unit Number
 Lot Liability Contribution Lot Entitlement Interest Lot 1

Dear Letter Title
 Confirmation Text

Account Manager

Residential Address		New Residential Address	
Res/Bus Address 1		_____	
Res/Bus Address 2		_____	
Res/Bus Address 3		_____	
Address for General Correspondence (update if required)		New Address for General Correspondence and Notices	
Notice Address 1		_____	
Notice Address 2		_____	
Notice Address 3		_____	
Address for Levy Notice (update if required)		New Address for Levy Notice	
Levy Notice Address		_____	
Levy Notice Address		_____	
Levy Notice Address		_____	
Letting Agent Details		New Letting Agent Details	
Address Title 1	Tel Telephone (2)	_____	Tel
Address Title 2	Fax Fax	_____	Fax
Res/Bus Address 1	Email Extra Info	_____	Email
Res/Bus Address 2		_____	
Res/Bus Address 3		_____	
Contacts	New	Contacts	New
Home Tel Telephone (1)	_____	Fax Fax	_____
Work Tel Telephone (2)	_____	Email Extra Info	_____
Mobile Mobile	_____	ABN ACN	_____
Signed _____		Name _____	
		Date ____/____/____	

ROLLCNFC – Roll Details Confo + Cards

Letterhead

Company Title
!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
A/c Number Account No
Lot Number Lot Number
Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

<p>Residential Address</p> <p>Res/Bus Address 1</p> <p>Res/Bus Address 2</p> <p>Res/Bus Address 3</p> <p>Address for General Correspondence (update if required)</p> <p>Notice Address 1</p> <p>Notice Address 2</p> <p>Notice Address 3</p> <p>Address for Levy Notice (update if required)</p> <p>Levy Notice Address</p> <p>Levy Notice Address</p> <p>Levy Notice Address</p> <p>Letting Agent Details</p> <p>Address Title 1</p> <p>Address Title 2</p> <p>Res/Bus Address 1</p> <p>Res/Bus Address 2</p> <p>Res/Bus Address 3</p> <p>Contacts</p> <p>Home Tel Telephone (1)</p> <p>Work Tel Telephone (2)</p> <p>Mobile Mobile</p> <p>Swipe Cards and Fobs</p> <p>1. Card/Fob Number</p> <p>2. Card/Fob Number</p>	<p>New Residential Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>New Address for General Correspondence and Notices</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>New Address for Levy Notice</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>New Letting Agent Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Tel</td> <td style="width: 30%;">Telephone (2)</td> <td style="width: 30%;">Tel</td> </tr> <tr> <td>Fax</td> <td>Fax</td> <td>Fax</td> </tr> <tr> <td>Email</td> <td>Extra Info</td> <td>Email</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">New</td> <td style="width: 30%;">Contacts</td> <td style="width: 30%;">New</td> </tr> <tr> <td>_____</td> <td>Fax Fax</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Email Extra Info</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>ABN ACN</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>No. of Cards/Fobs</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>3. Card/Fob Number</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>4. Card/Fob Number</td> <td>_____</td> </tr> </table>	Tel	Telephone (2)	Tel	Fax	Fax	Fax	Email	Extra Info	Email	New	Contacts	New	_____	Fax Fax	_____	_____	Email Extra Info	_____	_____	ABN ACN	_____	_____	No. of Cards/Fobs	_____	_____	3. Card/Fob Number	_____	_____	4. Card/Fob Number	_____
Tel	Telephone (2)	Tel																													
Fax	Fax	Fax																													
Email	Extra Info	Email																													
New	Contacts	New																													
_____	Fax Fax	_____																													
_____	Email Extra Info	_____																													
_____	ABN ACN	_____																													
_____	No. of Cards/Fobs	_____																													
_____	3. Card/Fob Number	_____																													
_____	4. Card/Fob Number	_____																													

Signed _____ Name _____ Date ____/____/____

ROLLCNF6 – Roll Details Conf Email-Mail-Marketing

I Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
 Address Title 2
 Priority Address 1
 Priority Address 2
 Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number
 Entitlements Contribution Lot Entitlement

Dear Letter Title
 Confirmation Text

Account Manager

<u>Residential Address</u>		<u>Contacts</u>	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ARN	ACN	Mobile	Mobile _____
		Email	Extra Info _____
<u>Address for General Correspondence</u> (update if required)		<u>Address for Levy Notice</u> (update if required)	
Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
<u>Letting Agent Details</u>		<u>Tenant Details</u>	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
<u>Date Appointed</u>	<u>Date Appointed/Acquired/Change of details</u>	<u>Lease Start Date</u>	<u>Date Appointed/Acquired/Change of details</u>
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____
If you do not wish to receive news and marketing material please check this box <input type="checkbox"/>			
Send Notice of Committee Meeting: Email <input type="checkbox"/> Mail <input type="checkbox"/> Dont Send <input type="checkbox"/>		Send Levy Notice: Email <input type="checkbox"/> Mail <input type="checkbox"/> Both <input type="checkbox"/>	
Send Minutes of Committee Meeting: Email <input type="checkbox"/> Mail <input type="checkbox"/> Dont Send <input type="checkbox"/>			
Signed _____	Name _____	Date	____/____/____
Confirmation Authority Text			

Letterhead

CompanyTitle

CompanyAddress1CompanyAddress2CompanyAddress3

!Strata Roll Details!

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number
 Entitlements Contribution Lot Entitlement

Dear Letter Title

Confirmation Text

Account Manager

<u>Residential Address</u>		<u>Contacts</u>	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ASN	ACN	Mobile	Mobile _____
<u>Address for General Correspondence (update if required)</u>		Email	Extra Info _____
Notice Address 1	_____	<u>Address for Levy Notice (update if required)</u>	
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
<u>Letting Agent Details</u>		<u>Tenant Details</u>	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
<u>Date Appointed</u>	<u>Date Appointed/Acquired/Change of details</u>	<u>Local start Date</u>	<u>Date Appointed/Acquired/Change of details</u>
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____
<u>Mortgagee Details</u>		<u>Relief of Mortgagee</u>	
Address Title 1	_____	Tel	Telephone (1) _____
Address Title 2	_____	Fax	Fax _____
Res/Bus Address 1	_____	Email	Extra Info _____
Res/Bus Address 2	_____	Date Discharged	_____
Res/Bus Address 3	_____		

Signed _____ Name _____ Date ____/____/____

ROLLCF6B – Roll Details Conf Email – Mail (No Marketing Question)

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number
 Entitlements Contribution Lot Entitlement

I Dear Letter Title
 Confirmation Text

Account Manager

Residential Address

Res/Bus Address 1 _____
 Res/Bus Address 2 _____
 Res/Bus Address 3 _____

ABN ACN _____

Contacts

Home Tel Telephone (1) _____
 Work Tel Telephone (2) _____
 Fax Fax _____
 Mobile Mobile _____
 Email Extra Info _____

Address for General Correspondence (update if required)

Notice Address 1 _____
 Notice Address 2 _____
 Notice Address 3 _____

Address for Levy Notice (update if required)

Levy Notice Address _____
 Levy Notice Address _____
 Levy Notice Address _____

Letting Agent Details

Address Title 1 _____
 Address Title 2 _____
 Res/Bus Address 1 _____
 Res/Bus Address 2 _____
 Res/Bus Address 3 _____

Tenant Details

Address Title 1 _____
 Address Title 2 _____
 Res/Bus Address 1 _____
 Res/Bus Address 2 _____
 Res/Bus Address 3 _____

Date Appointed Date Appointed/Acquired/Change of details Lease Start Date Date Appointed/Acquired/Change of details Lease Term

Tel Telephone (2) _____ Tel Telephone (1) _____
 Mobile Mobile _____ Mobile Mobile _____
 Fax Fax _____ Fax Fax _____
 Email Extra Info _____ Email Extra Info _____

Send Notice of Committee Meeting: Email Mail Dont Send Send Levy Notice: Email Mail Both

Signed _____ Name _____ Date ____/____/____

Confirmation Authority Text

ROLLCF6C – Roll Details Conf Email – Post (No Marketing Question)

Letterhead

Company Title

CompanyAddress1CompanyAddress2CompanyAddress3

!Roll Details Confirmation !

Address Title 1
Address Title 2
Priority Address 1
Priority Address 2
Priority Address 3

Date _____
 A/c Number _____ Account No _____
 Lot Number _____ Lot Number _____
 Entitlements _____ Contribution Lot Entitlement _____

Dear Letter Title

Confirmation Text

Account Manager

<u>Residential Address</u>		<u>Contacts</u>	
Res/Bus Address 1	_____	Home Tel	Telephone (1) _____
Res/Bus Address 2	_____	Work Tel	Telephone (2) _____
Res/Bus Address 3	_____	Fax	Fax _____
ARN	ACN	Mobile	Mobile _____
		Email	Extra Info _____
<u>Address for General Correspondence</u> (update if required)		<u>Address for Levy Notice</u> (update if required)	
Notice Address 1	_____	Levy Notice Address	_____
Notice Address 2	_____	Levy Notice Address	_____
Notice Address 3	_____	Levy Notice Address	_____
<u>Letting Agent Details</u>		<u>Tenant Details</u>	
Address Title 1	_____	Address Title 1	_____
Address Title 2	_____	Address Title 2	_____
Res/Bus Address 1	_____	Res/Bus Address 1	_____
Res/Bus Address 2	_____	Res/Bus Address 2	_____
Res/Bus Address 3	_____	Res/Bus Address 3	_____
<u>Date Appointed</u>	<u>Date Appointed/Acquired/Change of details</u>	<u>Lease Start Date</u>	<u>Date Appointed/Acquired/Change of details</u>
Tel	Telephone (2) _____	Tel	Telephone (1) _____
Mobile	Mobile _____	Mobile	Mobile _____
Fax	Fax _____	Fax	Fax _____
Email	Extra Info _____	Email	Extra Info _____
Send All Correspondence By:	Email <input type="checkbox"/> Post <input type="checkbox"/> Both <input type="checkbox"/>	Send Levy Notice:	Email <input type="checkbox"/> Post <input type="checkbox"/> Both <input type="checkbox"/>

Signed _____ Name _____ Date ____/____/____
 Confirmation Authority Text

ROLLCF8B – Register Details Confirmation (Vic)

Letterhead

Company Title

CompanyAddress1 CompanyAddress2 CompanyAddress3

!Register Details Confirmation!

Address Title 1
 Address Title 2
 Priority Address 1
 Priority Address 2
 Priority Address 3

Date
 A/c Number Account No
 Lot Number Lot Number Unit Number Unit Number
 Lot Liability Contribution Lot Encumbrance Interest Lot E

Dear Letter Title
 Confirmation Text

Account Manager

Residential Address

Res/Bus Address 1
 Res/Bus Address 2
 Res/Bus Address 3

New Residential Address

Address for General Correspondence (update if required)

Notice Address 1
 Notice Address 2
 Notice Address 3

New Address for General Correspondence and Notices

Address for Fee Notice (update if required)

Levy Notice Address
 Levy Notice Address
 Levy Notice Address

New Address for Fee Notice

Property Manager Details

Address Title 1
 Address Title 2
 Res/Bus Address 1
 Res/Bus Address 2
 Res/Bus Address 3
Contacts

Telephone (2)

Fax

Extra Info

Tel

Fax

Email

New Property Manager Details

New Contacts

Home Tel Telephone (1)

Work Tel Telephone (2)

Mobile Mobile

Email Extra Info

Send Fee Notices by Email

Signed _____

Name _____ Date ____/____/____