«LetterHead»

«Today»

«NameAndAddressAuto»

Dear «RollOwnerLetterTitle»

Re: «CompanyTitle»

As an owner of a lot in the above property you are authorised to obtain information from your body corporate records. You may attend this office, pay the statutory fee and receive certain reports. Alternatively, you may obtain the same information at a reduced cost via the internet by creating a user account and adding your property using the below ID & Password.

To access the StrataMax Portal, go to [www.stratamax.com.au](https://comms.stratamax.com/ch/11933/2crcqzc/2106655/_eog0V8ST7Zz975MQri.5cnhlc4hZY5LQdJhARy4.html), enter your email address and click Login. If you already have an account, you will be prompted to enter your password; if no account exists for the email address, you will be prompted to create an account. If you are using the email address listed below, your property/properties will be available to be linked to your StrataMax Portal Account without the need to use the StrataMax ID and Password.

If an email address is recorded on the roll it will be listed below. If there is no email address listed below, it means we do not have an email address for you on record, and you will need to link your property/properties using the StrataMax ID and Password..

Email Address «RollOwnerEmailAddresses»

StrataMax ID: «LoginID»

Password: «LoginPassword»

In addition to reports other information and services are available through this site. This includes your body corporate's web page which will keep you up to date with community events.

Yours faithfully,

Body Corporate Manager

«BuildingAccountManager»