



AMK Owners Corp
33 Wirraway Drive
Port Melbourne, VIC 3207

Owners Contact Information Form

DATE: _____ PS: _____ LOT: _____

OWNER DETAILS: (PLEASE COMPLETE ALL DETAILS BELOW)

NAME/S ON TITLE: _____

ADDRESS OF PROPERTY: _____

ADDRESS FOR CORRESPONDENCE: _____

CONTACT PHONE: _____ MOBILE: _____

EMAIL: _____

MANAGING AGENT DETAILS: (IF APPLICABLE)

COMPANY: _____

ADDRESS: _____

CONTACT PHONE: _____ MOBILE: _____

EMAIL: _____

FEE NOTICE AND CORRESPONDENCE:

Please mark your selection as to how you would like your fee notices and correspondence to be sent.

FEE NOTICE

Send to: ☐ Owner ☐ Agent

Send via: ☐ Email ☐ Post

CORRESPONDENCE

Send to: ☐ Owner ☐ Agent

Send via: ☐ Email ☐ Post

PLEASE COMPLETE ALL FIELDS AND RETURN VIA:

POST: AMK OWNERS CORP
PO BOX 841
PORT MELBOURNE VIC 3207

EMAIL: info@amkownerscorp.com.au

I/We, _____,
the owner/s of the above property, give authority for AMK Owner Corp. Pty Ltd to change my/our details to the above.

Signature/s: _____

(Please note: all owners named on title must sign this document)



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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 settlement. To legally transfer ownership we must receive a Notice of Disposition and 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, please 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 the **Guide to owning, managing and living in an owners corporation**. To request a copy please call 1300 558 136 or visit www.consumer.vic.gov.au/housing/owners-corporations.

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.