First Community Management

Update your details:
It is important to ensure the books and records of the Owners Corporation have your current details.
Please provide any updates below.

First Community Management Pty Ltd
ABN: 81 632 446 952
Suite G2, Building A, 64 Talavera Road
Macquarie Park NSW 2113
Ph: 1800 413 616
Email: info@firstcommunity.com.au
www.firstcommunity.com.au

CONTACT DETAILS FORM

Strata Plan Number **Lot No:**

Unit No

Strata Plan Address

Suburb **State** **Postcode**

Owner Name 1: Title **First Name** **Surname**

Postal Adddress

Phone: Home Mobile Email

Owner Name 2: Title **First Name** **Surname**

Postal Adddress

Phone: Home Mobile Email

Owner Name 3: Title **First Name** **Surname**

Postal Adddress

Phone: Home Mobile Email

Sending of Levies (tick one):	Owner's Postal Address ☐	Owner's Email Address ☐	Agent's Postal Address ☐	Agent's Email Address ☐
Sending of Notices (tick one):	Owner's Postal Address ☐	Owner's Email Address ☐	Agent's Postal Address ☐	Agent's Email Address ☐

Investors Only - Please fill below, if unknown please forward to your Managing Agent

Managing Agent Company Name

Managing Agent Address

Managing Agent Phone **Mobile**

Managing Agent Email

Tenant Name 1: **Tenant Name 2**

Tenant Mobile: **Tenant Mobile 2**

Tenant Email: **Tenant Email 2**

Length of Lease **Lease Expiry Date**

Please email to info@firstcommunity.com.au or post - PO Box 1899, Macquarie Centre NSW 2113 this form to us, so we can update your records. **Thank you for your assistance.**

PROFESSIONAL STRATA MANAGER
Liability limited by a scheme approved under Professional Standards Legislation