



FACT SHEET

WHO USES THIS FORM

Any change of address and contact details of a lot as a result of:

- Change in Residential Address
- Change of Phone/Fax Number – home, mobile, business
- Change in Correspondence Address/Email
- Change of Levy Notice Address/Email



Change of Address

If you need help completing this form, please contact the Body Corporate Office on **07 5500 3333**.

Section 1 — Sanctuary Cove Property - Registered Owner Name and Lot Address

| | |
|--|---------------------------------------|
| Registered owner and Sanctuary Cove Lot address. | Full Name |
| | Body Corporate Lot Number |
| | Address....., SANCTUARY COVE QLD 4212 |

Section 2 — Phone/Fax/Email

| | |
|-----------------------------|---|
| Changes to Phone/Fax/Email. | Home Phone Mobile |
| | Business Phone Business Fax |
| | Email@ |

Section 3 — Residential Address (if different from Sanctuary Cove Address above)

| | |
|--|--|
| Residential Address. (if different from Sanctuary Cove address) | Address..... |
| | Suburb..... State Postcode |

Section 4 — Correspondence Address (if different from Sanctuary Cove Address above)

| | |
|-------------------------|---|
| Correspondence Address. | Address..... |
| | Suburb..... State Postcode |
| | Please issue my Correspondence to: (Please select one option only) |
| | OWNER <input type="checkbox"/> via Post or the: NOTICE TO REPRESENT & OWNER <input type="checkbox"/> via Post |

Section 5 — Levy Notice Address ONLY (if different from Correspondence Address above)

| | |
|--------------------------------|---|
| Address for Levy Notices ONLY. | Address..... |
| | Suburb..... State Postcode |
| | Please issue my Levy Notices to: (Please select one option only) |
| | OWNER <input type="checkbox"/> via Email <input type="checkbox"/> or Post <input type="checkbox"/> or the: NOTICE TO REPRESENT <input type="checkbox"/> via Email and cc. the owner via Email <input type="checkbox"/> or the: NOTICE TO REPRESENT <input type="checkbox"/> via Post and cc. the owner via Email <input type="checkbox"/> |

Section 6 — Authority (ALL Registered Owners MUST sign)

| | | |
|----------------------------------|--|--|
| ALL Registered owners MUST sign. | I/we acknowledge that: I/We are the persons who have authority to complete this Change of Address for the above Lot. | |
| | Signature | Signature |
| | Dated: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Dated: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| | D D M M Y Y Y Y | D D M M Y Y Y Y |

Section 7 — Contact

Please post to: **Sanctuary Cove Body Corporate Services, PO Box 15, SANCTUARY COVE QLD 4212** or scan and email to **enquiries@scove.com.au**

DISCLAIMER – Please be advised that the information provided on this form will, upon submission to Sanctuary Cove Body Corporate Services, form part of the body corporate records as required by the Sanctuary Cove Resort Act 1985. Further, this information may be shared with other companies managed by Sanctuary Cove Community Services, namely Sanctuary Cove Security Services, upon request.