

Section 105 of the Strata Titles Act 1985 (WA) requires that a Strata Company must prepare and maintain a roll containing the particulars required by subsection (4). Penalty: \$3,000. Please complete **all** fields.

Strata Company	Address of Scheme		
	Strata Plan Number	Lot/ Unit Number	
Owner(s) Details	Title	Surname	
	First Name	Middle Name	
	Title	Surname	
	First Name	Middle Name	
	Corporate Name (if applicable)		
	Contact Person of Corporate		
Owner(s)' Contact Details	Email		
	Phone	Mobile	
	Residential Address		
	Suburb	State	Postcode
	Postal (if different)		
	Suburb	State	Postcode
Property Manager and/ or Tenant Details (In accordance with the Strata Titles Act 1985, tenant details must be provided)	Agency Name		
	Agency address		
	Property Manager	Mobile	
	Tenant(s) Name		
	Tenant Email		
	Tenant Mobile	Tenant Phone	
Delivery of Correspondence	Type of Correspondence	Choose one recipient only	Choose one delivery method
	Levy Notices Tick to learn about automated Direct Debit	OWNER PROPERTY MANAGER	EMAIL POST
	Annual Notices and Meeting Notices	OWNER PROPERTY MANAGER	EMAIL POST
	General Correspondence (e.g. gutter cleaning)	OWNER PROPERTY MANAGER	EMAIL POST
	Utility Notices (if applicable – water, gas, power)	OWNER PROPERTY MANAGER	EMAIL POST
	Mortgagee Details	Name of Mortgagee	
Address of Mortgagee			
By returning this form, I/ We confirm that all details provided above are true and correct; and agree to advise the Strata Company and/ or their duly appointed Strata Manager of any changes to the above. Date completed			
Please return to Realmark Strata via email: strata.admin@realmark.com.au or complete online and click			