

In order to enable us to communicate efficiently with you, could you kindly fill in this form and return to:

Tideways Pty. Ltd. P.O. Box 1027 Caulfield North Vic. 3161 or scan and email
to: melissa@tideways.com.au

Please note all levies and correspondence will be emailed unless otherwise requested.
请注意：除非您另有要求，所有账单以及书信通知将会直接发到您的电子邮箱。

PROPERTY DETAILS 业务资料	
Owners Corporation Plan Number	
Property Address: 住址	
Lot / Unit Number: 单位	
Name/s of Owner/s: 业主	
Address for correspondence: 邮寄地址	

CONTACT DETAILS 联络资料	
Home Phone No. 家里电话	
Daytime Phone No. 日间电话号码	
Mobile Phone No. 手机	
Preferred Email Address 电邮 (Please note we can only send to one email address)	
Emergency Contact Details 紧急联络 (in the event of an emergency and you are unavailable)	
ABN (if in a company name)	

AGENT DETAILS 地产经理	
Name of Company 公司	
Contact Person 联络人	
Phone No. 电话	
Email Address 电邮	

CORRESPONDENCE PREFERENCE 联络方式			
Invoices sent to 管理费通知 (Tick the preferred option)	Owner: 业主		Property Manager: 地产经理
Notice of meetings sent to 大会通知 (Tick the preferred option)	Owner: 业主		Property Manager: 地产经理

Please note:

Your information will always be treated with the utmost respect for your privacy. For more information relating to our privacy policy please visit www.tideways.com.au