



**OWNERS CORPORATION PRIVACY/ OCCUPANCY STATEMENT**

The Owners Corporation will only collect, use and disclose information, which is required:

- Under the Owners Corporation Act 2006 s.148;
- For one or more of its functions or activities; or
- With your consent, unless otherwise required by law.

The Owners Corporation Act 2006, s.150 requires that the Owners Corporation must disclose to other owners, mortgagees or purchasers – the full name and address of each owner.

The Owners Corporation can disclose personal information such as telephone numbers, facsimile and email address for the purposes of facilitating communication between owners and to enable trades people to contact you when undertaking repairs and maintenance by signing this authority.

All such personal information collected by the Manager shall be kept secure, stored and maintained in accordance to the Privacy Principals & Privacy Act 1988.

As Owners Corporation Manager for your building I may need to arrange for emergency repairs/ maintenance, which may require access to your property, it is therefore essential that I am kept fully informed of the occupancy arrangements for your unit.

MTB Australia may, upon reasonable request from a service provider with current operation contract with the Body Corporate, provide contact details to that service provider/ statutory body. The service provider/statutory body must provide signed written notice that the details are for the contract and communication purposes only and will not be shared with additional parties. MTB Australia will only provide contact details to the service provider once the signed written notice has been provided and retained.

**PLEASE COMPLETE THE FORM ATTACHED AND RETURN**

**Owner 1** Name: \_\_\_\_\_ (please print clearly)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner 2** Name: \_\_\_\_\_ (please print clearly)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If the lot is Owned by a company, please provide relating legal documentation for the representative and/or power of attorney.**

Please return all pages and relating documentation to Management so we can update your details as soon as possible.



# PRIVACY REQUEST STATEMENT

Please complete the following form and return it to our office  
Return to: [reception@mtbaust.com.au](mailto:reception@mtbaust.com.au) or PO Box 287 Flinders Lane MELBOURNE VIC 8009

## AUSTRALIA

### TITLED OWNER'S DETAILS – Please type clearly

OC No: \_\_\_\_\_ (If you are part of multiple Owners Corporation please list them)

Lot No: \_\_\_\_\_ Unit no: \_\_\_\_\_ Address: \_\_\_\_\_

Titled Lot Owner Name/ Company: \_\_\_\_\_

**Note : If owned by a company you must provide legal documentation as proof of acting representative.**

Home Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Car Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Rego: \_\_\_\_\_ Car Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Rego: \_\_\_\_\_

### IMPORTANT INFORMATION

If you want your Levy Notices (bills) sent to Agent/ Tenant, you will need to contact our office and request an Agent Authority Form.  
**OVERSEAS OWNERS – please complete a One Year Proxy Form or Power of Attorney documentation. If you do not provide this information, your levy notices and correspondence will be sent to your settlement solicitor.**

### RENTAL PROPERTY MANAGER DETAILS – Please type clearly

Contact Person: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Other: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**If we have this information, we are then able to contact the agent directly to gain access to the property, if required.**

**TENANT DETAILS** Name: \_\_\_\_\_ Mobile/ Phone: \_\_\_\_\_

Car Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Rego: \_\_\_\_\_ Car Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Rego: \_\_\_\_\_

**How would you like to receive your correspondence and levy notices? Please tick either POST or EMAIL, but not both.**

**LEVY NOTICES**  POST to lot Owner's postal address  EMAIL

Email to: \_\_\_\_\_ Name: \_\_\_\_\_

Email to: \_\_\_\_\_ Name: \_\_\_\_\_

**CORRESPONDENCE**  POST to lot Owner's postal address  EMAIL

Email to: \_\_\_\_\_ Name: \_\_\_\_\_

Email to: \_\_\_\_\_ Name: \_\_\_\_\_

**NOTE: You will be sent text messages for DEBT RECOVERY, URGENT ITEMS and EMERGENCIES. If you prefer not to receive SMS notices, please email our office.**

Yes, I would like my Owners Portal details re-sent via EMAIL or POST (please circle the option preferred)

Yes, I am overseas Owner and I have completed/ provided the correct information.

**NOTE: By default MTB will email correspondence and levy notices if no boxed are ticked above.**

**PAYMENTS** Check payment details on your invoice. Any cheque's sent to the office will incur a \$15 processing charged to the lot.

**MTB Australia Phone:** 1300 563 317

**Email:** [reception@mtbaust.com.au](mailto:reception@mtbaust.com.au) (for general enquiries & to return this form)