

**\*CONTACT INFO UPDATE\* Please fill-in this sheet and return to the concierge. Thank You**  
**Waratah Apartments 71 Victoria Street SP38936 - Resident Information form**

Welcome to the Waratah Apartments. The owners' corporation asks that you take the time to complete this Information Sheet. The information sought is required to ensure the:

- owner's corporation complies with the requirements of the *Strata Schemes Management Act 2015*;
- owners and residents are able to maximise the benefits of the concierge and security services offered by the Waratah; and
- Effective management and operation of the building.

*This information will be used in accordance with the Privacy Act 1988 and will be kept by the concierge and strata manager in a secure environment. It will be accessed only for authorised purposes.*

**Unit Number:** \_\_\_\_\_ **Tower / North – Level** \_\_\_\_\_ **Move in date:** \_\_\_\_\_ **Lease term** \_\_\_\_\_

	<b>Resident 1: Owner / Tenant</b>	<b>Resident 2 Owner: / Tenant</b>
Name:		
Mobile Ph:		
Email:		
Emergency Contact Name:		
Emergency Contact Ph:		
Window Lock Check	Window locks are in place on all windows???	YES / NO??? If no advise Reception ASAP
FOB No / Fire Stair key	#            #            Receipt#	#            #            Receipt#
	<b>Resident 3: Owner / Tenant</b>	<b>Resident 4: Owner / Tenant</b>
Name:		
Mobile Ph:		
Email:		
Emergency Contact Name:		
Emergency Contact Ph:		
FOB No / Fire Stair key:	#            #            Receipt#	#            #            Receipt#
Car details:	Car space level:	Car rego:

- If you are a tenant, please provide the following details for the letting agent, or owner if there is no agent:

- **Letting Agent Details**

- Company Name: ..... Suburb: ..... Office Ph.....

- Contact Name..... Mobile Ph.....

- \_\_\_\_\_

- **I confirm** I have received the welcome pack  and read the buildings bylaws

- **Signed Resident 1.** ..... **Resident 2.** .....

- **Resident 3.** ..... **Resident 4.** .....

- **Privacy Act Notice:**

- *Your privacy is paramount. The purpose of collecting the above information is to ensure owners and residents are able to maximise the benefits of the concierge and security services offered by the Waratah and to ensure the effective operation of the building and compliance with the Strata Schemes Management Act.*

- *Data collected in the Information Sheet will be kept by the Concierge and Strata Manager in a combination of secure paper files and computer files the Waratah has taken steps to protect the information held from misuse, unauthorised access, modification and disclosure. The information will be accessible only by the Concierge, the Strata Manager, the Waratah Strata Committee and external advisers for the purposes stated in this Notice and not for any other purpose.*

- *You have the right to access your information and ensure its accuracy – requests should be made, in the first instance, to the Concierge.*