



Change of Owner / New Tenant Contact Information

Lot No: _____

Date: _____

New Owner or Change of Contact Details

Name: _____

Settlement Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Next of Kin: _____ Relationship: _____

Telephone: _____ Email: _____

New Tenant

Name: _____

Telephone: _____ Email: _____

Next of Kin: _____ Relationship: _____

Telephone: _____ Email: _____

Property Manager Details: _____

Office Use Only

Information Entered:

Settlement Register _____ Excel Spreadsheet: _____

Unit/Villa Register: _____ Outlook Contact _____

Welcome Letter: _____ Common Property Contract _____