

Resident Information Record

Date: _____

Building Name:	Unit Number:
Address:	

Resident Name	Contact Number	OFFICE USE: Swipe Card Number

Email Address: _____
(PROVIDING EMAIL ADDRESS IS NECESSARY)

Emergency Contact:

Name:
Contact Number:

Vehicle Registration:

Registration Number	Make	Model	Colour	OFFICE USE: Car Park Remote Number (if applicable)

NOTE: if you are leasing an additional car space, please note the car space number/s _____

Residency:

Proof of residency must be provided i.e. strata levy, lease agreement

OWNER	TENANT	COMMERCIAL	AGENT
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(Please circle one)

IF YOU ARE A TENANT:

Real Estate Agent:	Contact Person:	
Contact Details:	Commencing:	Expiry:

Print Name: _____ **Signature:** _____

Disclaimer: This information collected is purely used for contacting owners and occupiers if there is an emergency. This information will not be shared with anyone else.

Information Collected by the Owners Corporation

1. This information is being collected by, or on behalf of, The Owner's Corporation of your building.
2. The Owners Corporation may engage the Building Manager and/or Strata Manager in the collection, maintenance and use of the information collected.
3. You are able to obtain access to the information you provide to the Owners Corporation by request to the Strata Manager or by contacting the Owners Corporation. If the Owners Corporation finds it necessary to not provide access to information to you, it will generally explain its reasons in writing.
4. The information is being collected to assist in the efficient administration of the Owners Corporation Common Property, enforcement of By Laws and the provision of essential maintenance and emergency services.
5. The information may be provided to the Building Management, the Strata Managing Agent and the Providers of essential services under contract to the Owners Corporation, including: Fire Service Provider, Fire Brigade, Lift Contractor and Security Service Provider.
6. If the information is not provided, the Owners Corporation may not be able to efficiently discharge its duties. This may affect you in essential maintenance in relation to water seepage, electrical failure, fire certification and lift breakdown. In some instances, an additional charge may be levied or cost incurred where you cannot be contacted or the information is not readily available.
7. The Owners Corporation will endeavour to keep the information up to date and may conduct an annual audit. You can assist by providing any change of details to either the Building Manager or Strata Manager.
8. You may request that the Owners Corporation deletes your personal information from its records at any time (except for security card information).
9. The Owners Corporation will destroy information you request to be deleted or which the Owners Corporation reasonably believes to be out of date.
10. The Owners Corporation may reconcile information you provide with information it collects for the purpose set out in item 4.
11. The cost of collecting and maintaining the information is covered by the Strata Levies. There will be no additional charge for providing, updating, inspecting or deleting information.