

**NOTICE OF CHANGE OF ADDRESS
FOR SERVICE OF DOCUMENTS
FOR A BODY CORPORATE**

Form 039 - CA

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a notice of change of address for service of documents under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

INSTRUCTIONS FOR COMPLETION

- The certificate of title is not required for the lodgement of this document.
- The prescribed fee is payable.
- The application should be signed by 2 executive committee members of the owners' corporation or the owners' corporation manager.
- If the owners' corporation manager is executing this form evidence of their appointment is required.
- Section 122 *Unit Titles (Management) Act 2011* requires an owners' corporation to continuously display in a conspicuous place the name of the corporation and the address shown on the units plan for the service of documents unless –
 - the address shown on the units plan for service is the postal address for the building; and
 - the corporation provides a letter box on the parcel.
- Section 122(3) *Unit Titles (Management) Act 2001* provides that an owners' corporation must lodge a notice of change of address for service of notices with the Registrar-General.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.

CONTACT AND LODGEMENT INFORMATION

Website

www.accesscanberra.act.gov.au

General Enquiries:

02 6207 0491

In Person:

Environment, Planning and Land Shopfront

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson

Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)



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LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	UNITS PLAN NUMBER

FULL NAME OF BODY CORPORATE (as it appears on the Common Property Certificate of Title)

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PREVIOUS ADDRESS	NEW ADDRESS
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COMMON SEAL OF OWNERS CORPORATION
(Seal must be affixed)

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EXECUTION BY OWNERS CORPORATION (The Common Seal was affixed in the presence of)

Signature	Signature
Full Name (Block Letters)	Full Name (Block Letters)
Address	Address
Office Held	Office Held

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	