



PROACTIVE STRATA SERVICES PTY LTD
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REQUEST FOR LEASE AGREEMENT DETAILS

Strata Plan:

Address of Property:

Unit Number:

Dear Sir/Madam,

Under Section 258 of the Strata Schemes Management Act 2015 the Owners Corporation requires notification of lease details. As such, we request that you kindly complete the details per below and return to our office accordingly.

• **Agent Details:**

Name of Company:

Mailing Address:

.....

Work Number: Fax Number:

Email Address:

• **Private Lease Details:**

Name of Main contact:

Mailing Address:

Home Number: Fax Number:

Work Number: Mobile:

Email Address:



- **Tenancy Details:**

Tenant (s) Name:

Home Number:

Fax Number:

Work Number:

Mobile:

Email Address:

- persons allowed to live in the premises at any one time.

- **Term of Lease:**

..... Weeks/months

- **Lease Agreement Commencement Date:**

...../...../.....

- **Lease Agreement Termination Date:**

...../...../.....

Yours Faithfully
Proactive Strata Services

Yvonne Howard
Strata Manager



258 Tenancy notice to be given to owners corporation of leases or subleases

(1) If a lot is leased, the lessor must give notice of the lease, in accordance with this section, to the owners corporation not later than 14 days after the commencement of the lease.

Maximum penalty: 5 penalty units.

(2) If a lot is subleased, the sub-lessor must give notice of the sublease, in accordance with this section, to the owners corporation not later than 14 days after the commencement of the sublease.

Maximum penalty: 5 penalty units.

(3) If a lease or sublease of a lot is assigned, the assignor must give notice of the assignment, in accordance with this section, to the owners corporation not later than 14 days after the execution of the assignment.

Maximum penalty: 5 penalty units.

(4) The notice must be in writing and specify:

(a) the name of the tenant and an address for service of the tenant, and

(b) the date of commencement or assignment of the lease or sublease, as the case requires, and

(c) the name of any agent acting for the owner in respect of the lease or sublease.

Note. An address for service of notices may be an Australian postal address or other electronic address, including an email address (see section 261).

(5) This section does not apply to the lease of a lot by the lessor of a strata leasehold scheme to a lessee who is the owner of a lot.

(6) A notice under this section is to be given to the original owner if it is given during the initial period of the owners corporation for a strata scheme