

Under the Operational Rules 2012 the Building Manager is required to keep a register of Occupants This means all persons including flatmates and children residing in the apartment.

Apartment Number _____ Carpark Number Used _____ Date Moving In _____

Landlord/Property Manager Name _____ Mobile _____

EMAIL _____

PROPERTY MANAGEMENT COMPANY _____ Office Ph _____

Lift Required for Furniture Y/N _____ Time Moving In _____

Number of Adults living in the apartment _____ Number of Children _____

Fire restrictions in this building only allow 2 people including children to a Bedroom.

Owner/Tenant 1 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 2 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 3 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Owner/Tenant 4 or main contact person residing in the apartment (cross out one: owner/tenant)

First Name(s): _____

Surname: _____

Contact Details

Apartment Ph: _____

Mobile Ph: _____ Email: _____

Received a copy of the Operational Rules Yes/No

[Complete Online](#)