

Contact details for Bayview Residents & Owners

Please provide your contact information below: (Please write legibly in PRINT)

Apartment Number					(eg: 612D)
Owner or Tenant?	<input type="checkbox"/> Owner Occupier	<input type="checkbox"/> Owner Landlord	<input type="checkbox"/> Tenant	(tick one box)	

	Person 1	Person 2
Your last name		
Your first name		
Mobile phone		
After hours phone		
Business hrs phone		
Email address		
Your postal address		

If you are a Tenant or Landlord, please give details of the Property Agent below:

Business name	
Contact person	
Agents address	
Office phone	
Mobile phone	
Email address	

How many building access swipes, fobs & remotes do you have and what 5 digit ID code is printed on each?

	Quantity?	ID Code	ID Code	ID Code	ID Code
Swipes (flat card)					
Fobs (round)					
Remotes (for roller door)					

Please sign & date:

Signature:	Date:
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Please return completed form to the Building Manager

Note: The Owners Corporation (OC) collects personal information on owners, occupants & residents to assist with the day to day operation of the property of the OC and is bound by laws that protect privacy concerning the collection, use & disclosure of the information. Information contained herein will be used to maintain the OC Contact List and may be used by the OC to pursue its rights and obligations under the Owners Corporation Act 2006 and Regulations 2007. You can request access to your personal information by contacting the OC through the OC Manager.

Bayview Building Manager: Nino Catoggio. Tel: 0409 549 774 Email: Manager@BayviewPortMelbourne.com
 Owners Corporation Manager: MICM Property. 178 City Road, Southbank VIC 3006. Tel: (+61 3) 9697 8888

28th May 2014

Dear Bayview Resident / Owner,

An Owners Corporation is required to maintain an accurate contact list of Owners and Residents.

To ensure that we have your up to date contact details, please complete the attached form and return it at your earliest convenience to the Building Manager (Nino Catoggio) via any of the methods below:

- Hand the completed form to Nino in person
- Leave form in a mailroom letterbox marked "Caretaker" or "Body Corporate"
- Post form to:
Building Manager, Bayview Apartments, 84-86 Bay St, Port Melbourne VIC 3207

If you have any questions or concerns, please contact Nino directly.

A reminder that our website at BayviewPortMelbourne.com and the 'Bayview News' email are a good source of information for Frequently Ask Questions (FAQ) and what's happening at Bayview.

Yours Sincerely,

The Committee
Bayview Owners Corporation

Nino Catoggio, Building Manager
Bayview Complex