MEETING NOTICES & MINUTES VIA EMAIL

W.T. Newey & Co. is pleased to inform you that we now offer and encourage the email delivery of all General Meetings, Strata Committee Meeting Notices and Minutes.

Having your Meeting Notices and Minutes emailed to you is not only quick and convenient but environmentally friendly; there are no postal delays, so you will have more time to review the agendas for an AGM, Extraordinary General Meeting or Strata Committee Meeting.

If you do not have an email address or do not wish to provide an email address, you will continue to receive all notices and minutes via post.

We encourage you to take advantage of this great new feature. Please complete the details below and return to our office.

If you have already taking advantage of this service, please disregard this letter.

Owner name: ……...

Property Address: ……

Strata Plan: …… **Unit/Lot:** …… **Mobile Number:** ……...…….....

Email address: ……

(Limit of ONE (1) email address only. Please note that if you are already receiving your levy notices by email directly {ie not through an agent}, the same email address must be used.)

*I agree to have general/strata committee meeting notices and minutes sent directly to my nominated email address.
*I agree that it is my responsibility to keep my email address up to date with W.T. Newey & Co. at all times.
*I understand that I cannot have my general/strata committee meeting notices & minutes delivered both by ordinary post and email.

Signature: …… Date: ……..…….

PLEASE RETURN THIS COMPLETED FORM TO OUR OFFICE FOR YOUR RECORDS TO BE UPDATED

Post: W.T. Newey & Co.
PO Box 184
Bankstown NSW 1885

Fax: (02) 9709 5942

Email: property@newey.com.au