

## **Change of Address of Owners Corporation form 15CA: Instructions for Completion**

**Note:** This form is to be used only in the case of an owners corporation (see Section 239 Strata Schemes Management Act 1996). In the case of a community, precinct or neighbourhood association use form 21CAA (see section 21 Community Land Management Act 1989).

1. Complete the form in dense black or dark blue ink. If handwriting, use block capitals only.
2. Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
3. If the space provided at any point is insufficient, insert “See Annexure” at that point and include the required material on sheets of white A4 paper at least 80gsm (ordinary copier paper satisfies these requirements) using one side only. Insert a heading beginning “Annexure to ...” and specifying the type of form, the date and the parties to the transaction. Identify the material included, where possible by referring to the relevant marginal heading on the form. In the case of signatures which could not be fitted in the space provided, reproduce the text and layout used on the form. Number all pages in sequence with the form using the format “Page ... of ...”, the number to be placed at the foot of the form in the centre. The first and last pages must be signed by the parties and any witness. Securely attach the additional pages to the upper left-hand corner of the form: a Nalclip is preferred; stapling should be avoided.
4. Insert the total number of pages, including any additional pages (see above), in the space provided at the foot of the form.
5. Lodge the completed form by hand at the Department of Lands, Land and Property Information Division, Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks), together with the certificate of title for the common property.
6. The following instructions relate to the marginal letters on the form.

### **(A) FOLIO OF THE REGISTER**

Insert the number of the folio of the Register for the common property.

### **(B) LODGED BY**

This section must be completed by the person or firm lodging the form at LPI (“the lodging party”). If the lodging party does not have a LPI document collection box, leave the relevant panel blank. If the lodging party has a Listed Lodging Party Number (“LLPN”) insert it as the first item of the first line in the relevant panel; use the following format: “LLPN: 123456. Provision of a reference is optional.

### **(C) APPLICANT**

Insert the number of the relevant strata plan.

### **(D) NEW ADDRESS FOR SERVICE OF NOTICES**

Insert the full address: if it is a street address or post office box include the postcode.

**(E)** Insert the date on which the general meeting was held

### **(F) EXECUTION**

The common seal of the owners corporation must be affixed in the presence of the persons authorised by section 238 of the Strata Schemes Management Act 1996 to attest the affixing of the seal. Insert the number of the strata plan and the date on which the common seal was affixed. The relevant section of the form must be completed by the attesting witnesses.

*If you have any questions about this form or privacy matters, please call Department of Lands, Land and Property Information Division, Client Services on 02 9228 6713 or visit our website at [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au).*