

REQUEST FOR SUBSCRIPTION TO / UNSUBSCRIPTION FROM BUILDING MANAGER / CONCIERGE MAINTAINED ELECTRONIC MAILING LIST

Please use this form to request addition of your email address to, or removal of your email address from, the Monument residents electronic mailing list (RESIDENTS-L@THEMONUMENT.COM.AU) maintained by the Building Manager and Concierge. This list is used by the Executive Committee (EC) to disseminate news, updates and reminders to residents, and the Building Manager and Concierge also occasionally post messages. Your email address will not be shared with third parties without your express consent.

If you are an owner, please note that in addition to the Monument residents mailing list, the strata managing agent also maintains a list of owners who have consented to receive copies of official meeting notices/agendas and minutes electronically via email rather than being sent paper-based copies in the mail. **This list operates independently of the Monument residents mailing list.** Owners wishing to 'opt in' to the strata managing agent's electronic communication list should send an email to stratamanager@themonument.com.au to request the appropriate form. **The EC recommend you do this as it will reduce Monument's annual photocopying expenses.**

Apartment no.		Status (Circle one)	Owner / Owner-Occupier / Tenant
Name			
Email address			
Request type (Tick one)	<input type="checkbox"/> Subscribe: I hereby request that my email address be added to the Monument residents mailing list (RESIDENTS-L@THEMONUMENT.COM.AU). I understand that my request may take up to 72 hours to process, after which I will receive messages posted to the list from time to time by the Executive Committee Office Bearers, Building Manager and Concierge. I also understand that I can request for my address to be removed from the list at any time. <input type="checkbox"/> Unsubscribe: I hereby request that my email address be removed from the Monument residents mailing list (RESIDENTS-L@THEMONUMENT.COM.AU). I understand that my request may take up to 72 hours to process, after which I will no longer receive messages posted to the list.		
Additional information for email list administrator			
Signature		Date	
OFFICE USE ONLY			
Date form received: _____ Processed by: _____ Email list administrator notified: _____			