



Mt Hotham Alpine Resort Management Property Database – Building & Emergency Contacts

This form must be completed annually; OR as soon as your contacts change.
Please do not put “as per previous year”. Please take care to complete all sections of this form

	LODGE/PROPERTY NAME: Click or tap here to enter text. APARTMENT NO (if applicable): Click or tap here to enter text.		
EMERGENCY CONTACT DETAILS This is for the person/s that are to be contacted in the event of an emergency threatening life or property at the resort (must be contactable by phone between November – May)			
Name: Click or tap here to enter text.	Name: Click or tap here to enter text.		
Mobile: Click or tap here to enter text.	Mobile: Click or tap here to enter text.		
Email: Click or tap here to enter text.	Email: Click or tap here to enter text.		
Current Door Code: Click or tap here to enter text.	If you have changed your locks, have you provided us with a copy of the new key? Yes <input type="checkbox"/> No <input type="checkbox"/>		
 COMMITTEE CONTACTS			
<input type="checkbox"/> PRESIDENT or <input type="checkbox"/> OWNER			
Name:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.	Town: Town	Post Code: 0000
Mobile:	Click or tap here to enter text. Alternate phone: Click or tap here to enter text.		
Email:	Click or tap here to enter text.		
SECRETARY			
Name:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.	Town: Town	Post Code: 0000
Mobile:	Click or tap here to enter text. Alternate phone: Click or tap here to enter text.		
Email:	Click or tap here to enter text.		

Please complete the sections overleaf

TREASURER			
Name:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.	Town: Town	Post Code: 0000
Mobile:	Click or tap here to enter text. Alternate phone: Click or tap here to enter text.		
Email:	Click or tap here to enter text.		

CORRESPONDENCE:

<u>General stakeholder information</u> to be sent to:			
Name/Position:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.	Town: Town	Post Code: 0000
Email:	Click or tap here to enter text.		

<u>Invoices / financial information</u> to be sent to:			
Name/Position:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.	Town: Town	Post Code: 0000
Email:	Click or tap here to enter text.		

****Please sign below to confirm the information provided is accurate.***

Name: _____

Sign: _____ **Date:** _____

To subscribe to community news for regular updates, click on the **“Subscribe”** button at the bottom of the home page on <http://www.developmthotham.com.au/>

Please complete this form and forward to the Mt Hotham Alpine Resort Management Board by **Friday 6 December 2019** or as soon as any changes to your Committee contacts are known.

Email property@mthotham.com.au or Post to PO Box 188, Bright Vic 3741. Keys for access may be posted or dropped off at our office.