Change of Address for Service of Notices – Owners Corporations

An owners corporation's address for service of notices is a critical record maintained with NSW Land Registry Services and is used to ensure legal documents and important correspondence are properly delivered. Under section 265 of the Strata Schemes Management Act 2015 (NSW), an owners corporation may change this address by passing a resolution at a general meeting and lodging the approved form with the Registrar-General. The change only becomes effective once it is registered.

In accordance with the NSW Conveyancing Rules, from 11 October 2021, all Real Property Act dealings, including change of address forms, must be lodged electronically. This process requires a subscriber, such as a lawyer, licensed conveyancer or financial institution, to lodge the form through an Electronic Lodgment Network Operator (ELNO), such as PEXA.

How Bannermans can help?

Bannermans Lawyers can assist owners corporations by preparing documentation and lodgement of the change of address for service of notice, ensuring compliance with legislative requirements, and efficiently lodging the change of address electronically via PEXA. Our experienced team ensures that all statutory obligations are met, and the change is processed promptly to avoid any disruption in the receipt of important legal notices.

For assistance, please contact our by-law team on 02 9929 0226 or bylaws@bannermans.com.au.

Key takeaways

- An owners corporation must pass a resolution to change its address for service of notices.
- The change becomes effective only once registered with NSW Land Registry Services.
- All Real Property Act dealings must be lodged electronically since 11 October 2021.
- Bannermans Lawyers can assist with documentation and electronic lodgement via PEXA.
- The information provided is general and not a substitute for legal advice.

****The information contained in this article is general information only and not legal advice. The currency, accuracy and completeness of this article (and its contents) should be checked by obtaining independent legal advice before you take any action or otherwise rely upon its contents in any way.*

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15 May 2025

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