**CHANGE OF OWNERSHIP**

Please provide the following information so we can update our records for your property.

**Email this form to** [**accounts@hotelnetwork.com.au**](mailto:accounts@hotelnetwork.com.au)**.**

|  |  |
| --- | --- |
| **Property Address** |  |
| **Outgoing Property Name (seller)** |  |
| **Outgoing Business or company name if different to the property name (seller)** |  |
| **Name of outgoing owner & manager** |  |
| **Phone Number of outgoing owner & manager (please advise number you can be contacted on after leaving the property)** |  |
| **Email of outgoing owner & manager (please advise email address you can be contacted on after leaving the property)** |  |
| **Outgoing ABN (seller)** |  |
| **Incoming Property Name (buyer)** |  |
| **Incoming Business or company name if different to the property name (buyer)** |  |
| **Name of incoming owner & manager** |  |
| **Phone Number of incoming owner & manager** |  |
| **Email of incoming owner & manager** |  |
| **Incoming ABN (buyer)** |  |
| **Date of purchase/transfer of lease** |  |
| **Payment of bookings - The outgoing owner is to be paid for all bookings up to and including the night of** | **DD/MM/YYYY** |
| **Incoming Owner - Select preferred method of payment (one only)** | **☐ EFT fortnightly payment (refer EFT form provided)**  **☐ AMEX\***  **☐ MASTERCARD\***  **\* If you choose a credit card as payment method, you agree to waive any credit card surcharges** |
| **Is the property currently connected to a Channel Manager** | **Yes / No**  **If Yes, please inidicate which one** |
| **Will the incoming owner keep the current connected Channel Manager** | **Yes / No / N/A**  **If No, please indicate which Channel Manager the property will change to** |
| **Incoming Owner – Please confirm Reservation Email Address** |  |
| **Incoming Owner – Please confirm Accounts Email Address** |  |
| **Incoming Owner – Please confirm Cancellation Policy** | ☐ Prior to 3pm on Day of Arrival  ☐ Prior to 2pm - 24 hours prior to Day of Arrival  ☐ Other……………… |

By signing below, you are agreeing that the above information is correct, and no further changes are required.

**Outgoing Owner (Seller)**

|  |  |
| --- | --- |
| **Name / Title** |  |
| **Signature / Date** |  |

**Incoming Owner (Buyer)**

|  |  |
| --- | --- |
| **Name / Title** |  |
| **Signature / Date** |  |