

TENANT INFORMATION

UPDATE FORM



VERY IMPORTANT – PLEASE READ AND COMPLETE

To ensure our office has the most current contact information for each Tenant, please complete this form and leave on the kitchen bench or table for our collection on the date of the scheduled routine Property Inspection. See attached letter advising of the inspection.

PROPERTY DETAILS

PROPERTY ADDRESS	
Home Phone	

TENANT DETAILS – If 4 or more Tenants, please attach additional information

DETAILS	TENANT 1	TENANT 2	TENANT 3
Name			
Email			
Mobile			
Work Phone Number			
Fax Number			
Preferred Method of Contact	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph	<input type="checkbox"/> Email <input type="checkbox"/> Work Ph <input type="checkbox"/> Mobile <input type="checkbox"/> Home Ph

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile. Also, the method of receiving advice or notification by SMS is accepted

Are you the Tenant or an Approved Tenant?	<input type="checkbox"/> Unsure <input type="checkbox"/> Tenant <input type="checkbox"/> Approved Tenant	<input type="checkbox"/> Unsure <input type="checkbox"/> Tenant <input type="checkbox"/> Approved Tenant	<input type="checkbox"/> Unsure <input type="checkbox"/> Tenant <input type="checkbox"/> Approved Tenant
Work Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently employed	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently employed	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Not currently employed

MARKETING CONSENT

Are you looking to buy in the future?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like a Sales Agent to contact you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EMERGENCY CONTACT

Name			
Relationship			
Contact Number			

PETS

Do you have pets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type						
Breed						
Council Rego No						
Outside Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIVACY CONSENT – I declare the information supplied on this form is current and accurate. I understand the information will only be used by the Agent to manage the Tenancy at the Property leased.

DETAILS	TENANT 1	TENANT 2	TENANT 3
Name			
Signature			
Date			