

VERY IMPORTANT

PLEASE READ, COMPLETE AND LEAVE OUT FOR AGENT COLLECTION DURING YOUR INSPECTION

To assist us with the management of the property you are residing in, we ask that you take a few minutes to complete the following form. Please leave this out on your kitchen bench top along with your Maintenance Request Form for your Property Manager to collect during your Routine Inspection.

WHY COMPLETE THE FORM?

- To ensure our records have all your current contact details for the management of your Property
- Please complete just one form per property. Feel free to record additional information on the rear of this form

Property Address:	_____
Name & Mail Salutation:	_____
Home Phone Number:	_____
Work Phone Number:	_____
Mobile Number:	_____
Email Address:	_____
Best Form Of Contact:	_____
Pet Instructions:	Do you have pets at this property, if so, what are they? _____ Pets names? _____
Any Other Instructions:	_____ _____ _____ _____ _____ _____ _____

