

TENANT INFORMATION

UPDATE FORM

VERY IMPORTANT – PLEASE READ AND COMPLETE

To ensure «Company_Name» 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 enclosed letter advising of the inspection.

PROPERTY ADDRESS

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	Email Mobile	Work Ph Home Ph	Email Mobile	Work Ph Home Ph	Email Mobile	Work Ph Home Ph
Work Status	Full Time Part Time Not currently employed	Casual Student	Full Time Part Time Not currently employed	Casual Student	Full Time Part Time Not currently employed	Casual Student

EMERGENCY CONTACT

Name			
Relationship			
Contact Number			

PETS

Do you have Pets?	Yes	No	Yes	No	Yes	No
Type						
Breed						
Council Rego No						

PRIVACY CONSENT

I declare the information supplied on this form is current and accurate.

DETAILS	TENANT 1	TENANT 2	TENANT 3
Name			
Signature			
Date			