

## TENANT INFORMATION UPDATE FORM

**VERY IMPORTANT - PLEASE READ AND COMPLETE**

To ensure Bay. View. Beach Real Estate 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.

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 No.			
Fax No.			
Preferred method of contact	<input type="checkbox"/> Email <input type="checkbox"/> Mobile	<input type="checkbox"/> Work Ph <input type="checkbox"/> Home Ph	<input type="checkbox"/> Email <input type="checkbox"/> Mobile
<input type="checkbox"/> It is agreed by ticking this box, consent is given to receive any documentation relevant to 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 approved Tenant?	<input type="checkbox"/> Unsure <input type="checkbox"/> Approved Tenant	<input type="checkbox"/> Tenant <input type="checkbox"/> Approved Tenant	<input type="checkbox"/> Unsure <input type="checkbox"/> Approved Tenant
Work Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not currently employed	<input type="checkbox"/> Casual <input type="checkbox"/> Student	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <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			