

OWNER INSTRUCTION FORM

Property			
Owner/s Name/s			
ACN Number <small>(if applicable)</small>			
Home Address			
Postal Address <small>(if different from above)</small>			
(H)		(H)	
(W)		(W)	
(M)		(M)	
(E)		(E)	
Emergency Contact			
Name			
Address			
Contact Details	(H)		(M)
	(W)		(E)
Banking Details			
Bank		Branch	
Account Name			
BSB Number		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> MUST BE 6 DIGITS	
Account Number		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MAX OF 10 DIGITS	
Would you like your statement emailed? <small>A hard copy is not produced if statement is emailed</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Would you like to be paid twice a month? <small>If you answer yes, we will do a statement for you on the 15th of the month as well as at the end of each month</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Preferred Tradespeople (PLEASE INCLUDE NAME AND PHONE NUMBER)			
Electrician			



2/55 Sharp Street
NEWTOWN VIC 3220
P 03 5222 1616
F 03 5222 1816
E rentals@whitfordproperty.com.au

Preferred Tradespeople (PLEASE INCLUDE NAME AND PHONE NUMBER)			
Plumber			
Gardener			
Other			
A couple of items to note			
<ul style="list-style-type: none">➤ If you do not have any preferred tradespeople we can arrange suitably qualified tradespeople to attend to all repairs➤ If you have preferred tradespeople, we will make all endeavours to contact them and use them for all repairs however in the event of an emergency, it may be necessary for us to use our tradespeople – especially where after hours repairs are concerned➤ Please ensure any preferred tradespeople are probably qualified for the work they intend to carry out at your property			
Owner's Corporation Information (WHERE APPLICABLE)			
Manager			
Contact Details	(T)	(M)	
	(E)		
Insurance Information (PLEASE INCLUDE INSURER & POLICY NUMBER)			
Building			
Contents			
Landlords			
<i>Please note it is imperative you have a public liability policy for <u>your</u> property whether it is a house or a unit with a minimum of \$20 million dollars</i>			
Accounts			
We would be pleased to assist you by paying the following accounts on your behalf Please tick any boxes applicable and we will contact the relevant authorities There is no fee incurred for this service			
<input type="checkbox"/> Council Rates <input type="checkbox"/> Water Rates <input type="checkbox"/> Owner's Corporation Fees			
<input type="checkbox"/> Other – please list			
Other Instructions			
Please Sign and Date Below			
Owner Signature		Date	
Owner Signature		Date	
Owner Signature		Date	