

Change of Details

CLIENT ADVICE TO AGENT

If your details have been changed, we ask that you complete the following form and return to us.

This is to protect you against identity fraud and ensure that ALL owners authorize the changes.

One form is required per property.

Post – 11E / 2 Flinders Pde, North Lakes, QLD 4509

Email – admin@solutionsproperty.com.au

PROPERTY ADDRESS		
OWNER DETAILS – If more than 2 owners, please attach additional information		
	NEW DETAILS - (only if they have changed)	DATE EFFECTIVE**
Email Address (only if changed)		/ /
**Bank Account to deposit rent monies (only if this has changed)	Bank	** AT LEAST ONE BUSINESS DAYS' NOTICE IS REQUIRED
	Name on account	
	BSB	
	Account Number	
	/ /	
Other changes / Instructions		
ACKNOWLEDGEMENT (ALL OWNERS OF PROPERTY MUST COMPLETE AND SIGN)		
	Client 1	Client 2
Name		
Signature		
Date		

OFFICE USE ONLY		
	Date Actioned:	Staff Initial:
<input type="checkbox"/> CALL owner to confirm change <input type="checkbox"/> Console updated & stamp notes entered <input type="checkbox"/> If Email change – updated IRE-BDM <input type="checkbox"/> EMAIL client to confirm update has been done		
		Manager Initial: