



Landlords instructions

Property address _____

Landlord name: _____ Phone: _____

Body Corp Managers: _____ Phone: _____

Address: _____

Please indicate if you wish our agency to deduct any of the following out goings from the rental income and forward payment to the appropriate recipients.

Water rates

Council rates

Body corp fees

Insurance

(Please advise insurance details)

Would you like us to direct bank your rent? If so, please fill in below.

Bank Account Name: _____

Bank A/C details: BSB _____ A/C _____

Maintenance: please proceed with maintenance as required YES/NO

Your preferred trades people if any: _____

Signed _____ Date _____