

LANDLORD'S INSTRUCTION FORM

OWNER/PROPERTY DETAILS

Property _____
Owner's Name _____
(In full) _____
Address _____
Telephone Business _____ Home _____
Mobile _____ E-mail _____

BANKING INSTRUCTIONS

Bank _____
Address _____
Telephone _____
Contact _____
Account Name _____
Account No. _____

STATEMENT

To _____
Address _____

INSURANCE

Building Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____
Contents Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____
Other Insurer _____
Policy No. _____
Cover \$ _____ Date Due _____

OWNERS CORPORATION

Manager/Secretary _____
Telephone _____ Strata Plan No. _____

EMERGENCY CONTACT

In the event of the managing agent requiring instruction on matters affecting *my/*our property and *I/we cannot be contacted, please contact:

Name _____
Telephone _____

