

# Contact Details

## TENANT ADVICE TO AGENT

To ensure we have your up-to-date contact details, we ask that you complete the following form and return to us.

This is to protect you against identity fraud and ensure that you are receiving all notifications from us.

(If more than 2 tenants, please use extra forms)

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

Email – [admin@solutionsproperty.com.au](mailto:admin@solutionsproperty.com.au)

<b>PROPERTY ADDRESS</b>		
<b>TENANT DETAILS</b>		
	<b>Tenant 1</b>	<b>Tenant 2</b>
<b>Name</b>		
<b>Current Email Address</b>		
<b>Current phone number</b>		
<b>Signature</b>		
<b>Date</b>		

<b>OFFICE USE ONLY – initial and Date when done</b>		
	<b>Tenant 1</b>	<b>Tenant 2</b>
CALL TENANT to confirm change		
Console updated & stamp notes entered		
EMAIL tenant to confirm completed		