



SCHEDULE OF OWNER DETAILS

ADDRESS OF PROPERTY:

Owner's First Name/s:

Owner's Surname/s:

Ownership Contractual Name:

Owner/s Actual Home Address:

Owner/s Postal Address:

Home Phone Number:

Work Phone Number/s:

Mobile Number/s:

Email Address for communications:

Name of Bank:

Bank Branch and Address:

Bank Account Number:

Bank Account Name:

Name of Emergency Contact:

Emergency Contact Relationship:

Emergency Contact Address:

Emergency Contact Phone Numbers:

Emergency Contact Email:

Authorised Expenses (delete where appropriate):	Rates / Insurance / Body Corp Fees / Gardening / Electricity / Gas / Water Rates / Other
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Does the Property have Home / Contents Insurance?

Insurance Company:

Insurance Policy Details:

Are pets permitted?
If so, state type and number:

Preferred Tenant Profile:

What whiteware / appliances will be included in the property?

Do you have any general instructions relating to the management of your property?

Do you have any instructions for the tenant that you wish to have specified on the Tenancy Agreement? If so please detail these instructions:

Date property available to rent from:

Does the property have a security system?

If so, please state the code details:

Would you be happy for us to put a 'To Let' sign on the property? YES / NO

I hereby appoint Quinovic Property Management to act as my agent to manage my property:

Signed:..... Date:...../...../.....

Please fax this completed form to Quinovic Property Management. We will input the above details into our Quinovic Property Management System database.

A personalised Agreement to manage your property will be completed ready for signing using the information provided above.