

Client Change of Details

McGrath
North Lakes

If your details have 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.

Email – NorthLakes@mcgrath.com.au

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

PROPERTY ADDRESS		
PLEASE ENTER ONLY DETAILS THAT HAVE BEEN CHANGED		
	NEW DETAILS – (only if they have changed)	DATE EFFECTIVE*
Email Address		/ /
*Bank Account to deposit rent monies	Bank	* AT LEAST ONE BUSINESS DAYS' NOTICE IS REQUIRED / /
	Name on account	
	BSB	
	Account Number	
Other changes / Instructions		
ACKNOWLEDGEMENT - ALL OWNERS OF PROPERTY MUST SIGN		
	Client 1	Client 2
Name		
Signature		
Date		

OFFICE USE ONLY		
	Date Actioned:	Staff Initial:
☐ CALL client to confirm the change. ☐ Update CC and add note. ☐ If Email change – update IRE-BDM. ☐ If Email change - contact Console to make client's current portal inactive & resend invite ☐ EMAIL client to confirm the update has been done. ☐ Scan and save in CC owner docs		
		Manager Initial: