

Tenant 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.

Email – NorthLakes@mcgrath.com.au

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

PROPERTY ADDRESS		
PLEASE ENTER ONLY DETAILS THAT HAVE CHANGED		
	NEW DETAILS - (only if they have changed)	DATE EFFECTIVE*
Email Address		/ /
*Bank Account for Console Pay (if Credit Card - card must be sighted by McGrath NL)	Bank Name on account BSB Account Number	* AT LEAST ONE BUSINESS DAYS' NOTICE IS REQUIRED / /
Other changes / Instructions		
ACKNOWLEDGEMENT (TENANTS MUST COMPLETE AND SIGN)		
If more than 2 tenants, please use additional form		
	Tenant 1	Tenant 2
Name		
Signature		
Date		

OFFICE USE ONLY		
	Date Actioned:	Staff Initial:
☐ CALL tenant/s to confirm change ☐ Update CC & add note ☐ EMAIL tenant/s to confirm the update has been done. ☐ Scan and save CC Tenant docs		
		Manager Initial: