

## Owner Instructions

Property Address		
Owner/s Details	<div>First Name</div> <div>First Name</div> <div>Last Name</div> <div>Last Name</div> <div>If owner is a company, please provide ACN:</div> <div>Are you registered for GST? <input type="checkbox"/></div> <div>Mobile</div> <div>Mobile</div> <div>Email</div> <div>Email</div> <div>Postal Address</div> <div>Prefered Primary Contact</div> <div>Prefered Contact Method (Email or Phone)</div>	
Banking Information	<div>Account Name</div> <div>Bank</div> <div>BSB</div> <div>Account Number</div>	
Owners Corporation	<div>Is the Property in an Owners Corp? <input type="checkbox"/></div> <div>Company</div> <div>Contact Name</div> <div>Account ID</div> <div>Email</div> <div>Phone Number</div>	

# TMC REAL ESTATE

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### Insurance

We recommend you insure your property appropriately and review your level of cover periodically. If you require a recommendation, please do not hesitate to ask.

Insurer

Policy No

### Repairs and Maintenance

Property repairs are categorised as urgent and non-urgent repairs. Urgent repairs need to be acted upon immediately. Non-urgent repairs are required to be completed within 14 days after written notification. We provide each tenant with a 24 hour emergency number for urgent repairs and require they communicate any non-urgent repairs as soon as observed (to eliminate it becoming a larger problem). We will always seek your approval prior to engaging a suitably qualified contractor to rectify any issue.

Do you have preferred tradespersons you would like us to use on your behalf?

Name &  
Trade

Contact  
Details

Name &  
Trade

Contact  
Details

Name &  
Trade

Contact  
Details

### Property Expenses

Do you require TMC Real Estate to pay any of the following accounts on your behalf?

Council Rates

☐

Council

Water Rates

☐

Owners Corp Fees

☐

Gardening

☐

Other Expenses

Signed by  
Landlord/s

Date

Please send completed document to [Tracee@TMCrealestate.com.au](mailto:Tracee@TMCrealestate.com.au)