



OKG Tenant Update Information Form

To ensure OKG Property Management has the most current tenant information so we can notify you of inspections, updates to maintenance and lease renewals please complete and return to our office by email, post or fax as soon as possible.

Property: _____

| If 4 or more occupants, please attached a second page | | | |
|--|--|--|--|
| Contact Details | Tenant 1 | Tenant 2 | Tenant 3 |
| Full names | | | |
| Mobile | | | |
| Email | | | |
| Work Phone | | | |
| Fax Number | | | |
| Preferred method of Contact* | Mobile <input type="checkbox"/> Work Ph <input type="checkbox"/> Home Ph <input type="checkbox"/> Email <input type="checkbox"/> | Mobile <input type="checkbox"/> Work Ph <input type="checkbox"/> Home Ph <input type="checkbox"/> Email <input type="checkbox"/> | Mobile <input type="checkbox"/> Work Ph <input type="checkbox"/> Home Ph <input type="checkbox"/> Email <input type="checkbox"/> |
| *It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile. Also, the method of receiving advice or notification by SMS is accepted | | | |
| Are you the tenant or an approved tenant? | Tenant <input type="checkbox"/> Approved Tenant <input type="checkbox"/> Unsure <input type="checkbox"/> | Tenant <input type="checkbox"/> Approved Tenant <input type="checkbox"/> Unsure <input type="checkbox"/> | Tenant <input type="checkbox"/> Approved Tenant <input type="checkbox"/> Unsure <input type="checkbox"/> |
| Work Status | Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Casual <input type="checkbox"/> Not Employed <input type="checkbox"/> | Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Casual <input type="checkbox"/> Not Employed <input type="checkbox"/> | Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Casual <input type="checkbox"/> Not Employed <input type="checkbox"/> |
| Emergency Contact Information for each occupant | | | |
| Name | | | |
| Relationship | | | |
| Best Contact | | | |
| Do you have pets at the property? | | | |
| Yes/ No | | | |
| Type/ Breed | | | |
| Council Registration | | | |
| Outside Only | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| PRIVACY CONSENT – I declare the information supplied on this form is current and accurate. I understand the information will only be used by the Agent to manage the Tenancy at the Property leased. | | | |
| Name | | | |
| Signature | | | |
| Date | | | |
| Please email this form to rentals@okg.com.au or post to Po Box 431, Narangba QLD 4504 | | | |