

tips to complete a property management authority



your details

Please include your name, your current postal address and contact details.

address of property

Add the property address you are wanting us to manage.

miscellaneous information

Fill in details of an emergency contact that we could contact in case of an emergency and you're not available.

insurance details

Please provide your insurance details, including your insurer, policy numbers and expiry dates.

smoke alarms

Tick if you would like Fall to organise smoke alarm maintenance or if you will be making your own arrangements.

utilities

Tick if you would like Fall to pay any invoices on your behalf, including council or water rates, land tax or maintenance.

bank details

Tick if you would like to be paid once or twice per month and fill in the bank details you would like rent money to be paid to.

about your property

Fill in any property details you think we need to know, such as, areas of the property not to be included in the lease or if pets are allowed.

authorised maintenance/tradespeople

Fill in details of any preferred tradespeople. Alternatively, you can leave this empty, and we will use our own preferred people.

signatures

Please initial at the bottom of every page and provide a full signature on the last page.

North Hobart Office 370 Elizabeth Street P 03 6234 7033 F 03 6234 7133

Moonah Office 21 Main Road P 03 6228 0325 F 03 6228 0440

Howrah Office 4 Howrah Road P 03 6247 3022 F 03 6247 3099

Lauderdale Office 456 South Arm Road P 03 6248 7666 F 03 6247 3099

Sandy Bay Office 3 Gregory Street P 03 6225 4000 F 03 6225 0041

Kingston Beach Office 31 Beach Road P 03 6229 2960 F 03 6229 2930

Lindisfarne Office 37 Lincoln Street P 03 6243 1353 F 03 6243 5400

Sorell Office 1/3 Fitzroy Street P 03 6265 2171 F 03 6234 7133