

File Checklist.

ACCOUNT DETAILS

Property Address

Vendor Name(s)

Vendor Source

Listing Agent(s)

No. of Bedrooms

No. of Bathrooms

No. of Car Parks

Car Park's
Number(s)

No. of Storage

Storage's
Number(s)

Total Size *(sqm)*

Balcony *(sqm)*

Internal Size *(sqm)*

Council Rates *(pa)*

OC Rates *(pa)*

Water Rates *(pa)*

PROPERTY MARKETING DETAILS

Does Melcorp
have key access?

Yes

No

Key number
& location

Occupancy status

Owner
Occupied

Vacant

Tenanted
(Melcorp Managed)

Tenanted
(Managed by other)

If managed by other
agency - ATTN

Is the property
furnished?

Yes

No

Does the property
require photos?

Yes

No

Display Price

Pricelist Price

Search Price

SOLICITOR DETAILS

Company Name

Contact Name

Office Address

Phone Number

Email Address

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TENANCY DETAILS

Name of Tenant 1

Phone Number

Email Address

Name of Tenant 2

Phone Number

Email Address

Name of Tenant 3

Phone Number

Email Address

Tenancy
Expiry Date

Current Rental
(per week)

****Admin will not proceed until all of the above has been filled out.
Also required before proceeding: Marketing Schedule & Statement of Information.***