



## Update of Contact & Banking Details

**EMAIL:** reception.dubborealestate@elders.com.au

**Name of Person Requesting the Change:** \_\_\_\_\_

**Date Change is to Take Effect:** \_\_\_\_\_

**Request to Change:**  
(Circle which is Applicable)

Email / Phone / Address / Bank Account

**Confirm Original Contact Details:**

**Confirm New Contact Details:**

Email:

Email:

\_\_\_\_\_

\_\_\_\_\_

Phone:

Phone:

\_\_\_\_\_

\_\_\_\_\_

Address:

Address:

\_\_\_\_\_

\_\_\_\_\_

**Confirm Original Bank Account Details:**

**Confirm New Bank Account Details:**

Account Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Date of Request:**

\_\_\_\_\_

**Name and Signature:**

\_\_\_\_\_

**Name and Signature:**

\_\_\_\_\_

**Name and Signature:**

\_\_\_\_\_

*Please Note: All parties signed to the agency agreement / tenancy agreement must sign this form.*

### **AGENCY TO COMPLETE:**

Date Requested Received: \_\_\_\_\_

Name of Agent Processing Request: \_\_\_\_\_

Original Contact/ Bank Account Details Verified: YES / NO

Authority Confirmed by Alternate means: YES / NO

Authority Confirmed by All People: YES / NO

New Contact / Bank Account Details  
Entered into Trust Account System: YES / NO

Date Entered: \_\_\_\_\_

