

Landlord onboarding brief

Unsigned preparation draft - review the complete document before use.

Blank W form - enter reviewed information only.

Organise property details and management preferences.

Contact

Your full name

Contact email

Contact phone

Property

Property address

Suburb

State or territory (VIC / NSW / QLD / WA / SA / TAS / ACT / NT)

Postcode

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Property

Property type

Management

Owners and authorised contacts

Management model (Whole home / Shared residential rental / Rooming-house review / Short-stay review)

Proposed rent for review

Timing

Proposed available date

Operations

Access and key arrangements

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Operations

Insurance provider and renewal date only

Safety checks and minimum-standards evidence

Known repairs and service providers