

Tenant Contact Form

We wish to keep your Tenant Contact Details up to date, especially if a matter is **confidential**, **urgent** or if an emergency arises. To efficiently manage the task of keeping records current, we would appreciate you completing this form. Please return the attached via email to am@bankstownairport.com.au or print it, fill it in and fax to 9791-0230, or post or drop off at 3 Avro Street Bankstown Airport.

DATE: [Click here to enter a date.](#)
 AIRPORT: [Click here to enter text.](#) Site Number (s): [Click here to enter text.](#)
 My LEASE is in the name of: [Click here to enter text.](#)

Manager (who do we contact if we need to discuss your lease, contractual obligations etc – for example:- name of Director, Owner or General Manager)

Contact Name: [Click here to enter text.](#) Position: [Click here to enter text.](#)
 Postal Address: [Click here to enter text.](#)
 Address for service of Notices: (your place of business street address) [Click here to enter text.](#)
[Click here to enter text.](#)
 Telephone Number: [Click here to enter text.](#) Fax Number: [Click here to enter text.](#)
 Mobile: [Click here to enter text.](#) Other: [Click here to enter text.](#)
 Email Address: [Click here to enter text.](#)

Accounts Payable (who handles the payment of your property and/or aviation account(s)) *if same as above, just put "as above"*

Contact Name: [Click here to enter text.](#) Position: [Click here to enter text.](#)
 Postal Address: [Click here to enter text.](#)
 Telephone Number: [Click here to enter text.](#) Fax Number: [Click here to enter text.](#)
 Mobile: [Click here to enter text.](#) Other: [Click here to enter text.](#)
 Email Address: [Click here to enter text.](#)

Security/ Emergency Contact (who do we contact regarding a safety, security or emergency issue – even after hours)

Contact Name: [Click here to enter text.](#) Position: [Click here to enter text.](#)
 Postal Address: [Click here to enter text.](#)
 Telephone Number: [Click here to enter text.](#) Fax Number: [Click here to enter text.](#)
 Mobile: [Click here to enter text.](#) Other: [Click here to enter text.](#)
 Email Address: [Click here to enter text.](#)

Maintenance Manager (who do we contact regarding maintenance issues that affect your site, such as Repairs, Power Shutdown, Road works etc)

Contact Name: [Click here to enter text.](#) Position: [Click here to enter text.](#)
 Postal Address: [Click here to enter text.](#)
 Telephone Number: [Click here to enter text.](#) Fax Number: [Click here to enter text.](#)
 Mobile: [Click here to enter text.](#) Other: [Click here to enter text.](#)
 Email Address: [Click here to enter text.](#)

Other (anyone else whose details you wish us to log – such as Marketing Manager, Business Development Manager...)

Contact Name: [Click here to enter text.](#) Position: [Click here to enter text.](#)
 Postal Address: [Click here to enter text.](#)
 Telephone Number: [Click here to enter text.](#) Fax Number: [Click here to enter text.](#)
 Mobile: [Click here to enter text.](#) Other: [Click here to enter text.](#)
 Email Address: [Click here to enter text.](#)

Subtenants

I have a SUBLEASE to: [Click here to enter text.](#)
[Click here to enter text.](#)
[Click here to enter text.](#)