



**UPDATE OF CONTACT DETAILS**

This document must be completed and signed by the legal contractual tenant, where the tenant wishes to update his/her contact information. The completed form must be submitted to the Customer Service Agent situated at our offices within your area, be it either Hatfield, Johannesburg, Kempton Park or Pretoria. A certified copy of the contractual tenants' ID/Passport must be attached.

**BUILDING DETAILS**

Building name: ..... Unit number: ..... Tenant code: .....

**A. LEGAL TENANT CONTACT DETAILS**

**Legal tenant 1:**

**Legal tenant 2:**

Name: ..... Name: .....

Surname: ..... Surname: .....

Cellular number: ..... Cellular number: .....

Work number: ..... Work number: .....

Email: ..... Email: .....

A copy of your ID/Passport must accompany this form.

**B. OCCUPANT CONTACT DETAILS (If applicable)**

NAME AND SURNAME	ID/PASSPORT NUMBER	CELL NUMBER	EMAIL ADDRESS

**C. BANK ACCOUNT DETAILS (Applicable where banking details have changed)**

**Legal tenant 1:**

**Legal tenant 2:**

The details specified below must be in the bank account holder's name.

Name of the account holder: ..... Name of the account holder: .....

Bank: ..... Bank: .....

Account number: ..... Account number: .....

Branch code: ..... Branch code: .....

A recent bank statement must accompany this form as confirmation of the new bank details.

Type of account: Current  Transmission  Savings

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**FOR OFFICE USE**

Received by: .....

Date: .....

Signature: .....

Customer Service Consultant Stamp

Customer Service Consultant

NOTE: This document cannot be used to change or add any occupant/s. If you require more information or have questions regarding this document or your lease agreement, please contact us at 012 319 8700 or propworld@cityprop.co.za

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