|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **File Note Register** | | | | | |  | | | |
|  |  |  | |  | | | |  | |  | |  | Page: | of |
| Property address: | | <<Enter your address here>> | | | | | |  | |  | |  |  |  |
|  | |  | | | | | | | | |  | | | |
|  | | [**Help Files**](https://www.aussierenters.com.au/Queensland/Help-File) | [**Letters**](https://www.aussierenters.com.au/Aussie-Renters/Letters) | | | [**Packages**](https://www.aussierenters.com.au/Aussie-Renters/Packages-ALL) | [**Packs**](https://www.aussierenters.com.au/Queensland/Packs-QLD) | | [**Reports**](https://www.aussierenters.com.au/Aussie-Renters/Reports) | | [**Generate a file note**](https://www.aussierenters.com.au/Aussie-Renters/File-Note-AR) | | | |
|  |  |  | |  | | | |  | |  | |  |  | |
| **REF**  **NO** | **DATE &**  **TIME** | **ISSUED / RECEIVED /**  **ACTIONED BY** | | **HOW** | | | | **REGARDING** | | **IMPORTANT DATES** | | **COMPLETED**  **ON** | **YOUR NOTES** | |
|  |  |  | |  | | | |  | |  | |  | [Hyperlink your file here](http://www.aussierenters.com.au) | |
|  | DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_  TIME: \_\_\_\_\_\_\_\_ AM / PM | Issued by / Received by / Actioned by   |  |  | | --- | --- | | Landlord | Tenant | | Property manager | Maintenance | | Repairs | Other: | | | |  |  | | --- | --- | | In person at the office | In person at the property | | By post | Via email | | By telephone | Via fax | | By text | Via mail | | Other: | Via website | | | | |  | | DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_ | | DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_ |  | |