|  |  |  |
| --- | --- | --- |
|  | **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\_\_\_\_ |  |