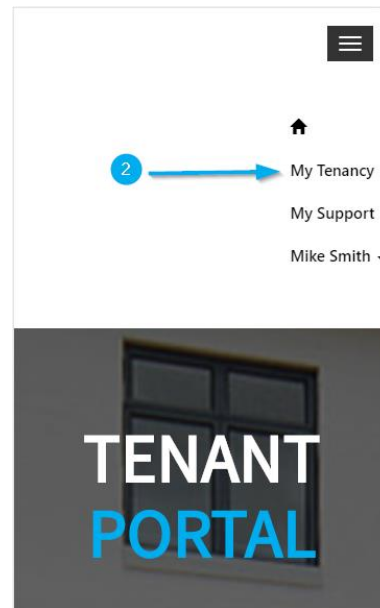




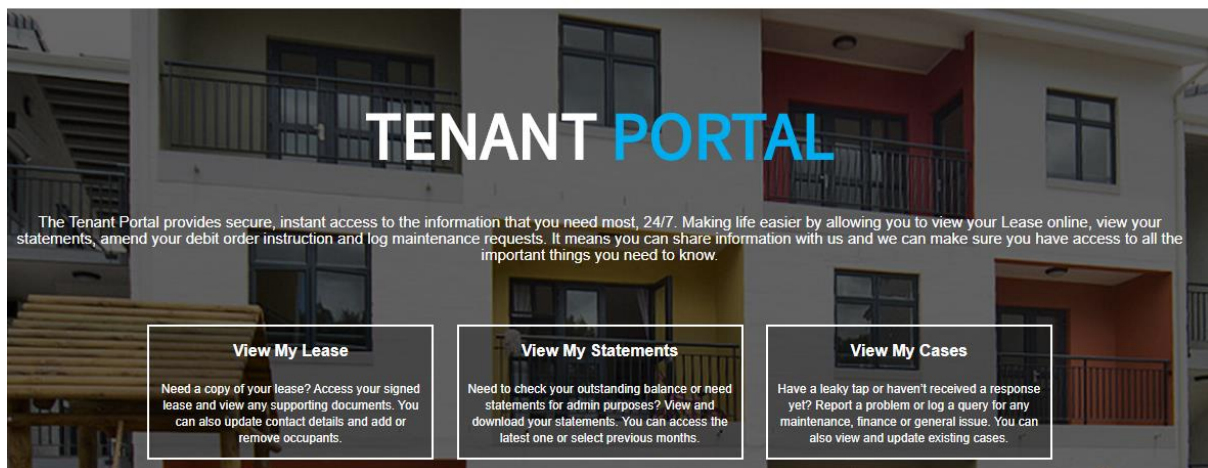
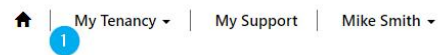
goodfind
PROPERTIES

How do I update the personal information of an occupant or leaseholder?

1. Sign into your account.
2. Click on the menu button and click “My Tenancy”:



Mobile Phone View



Web Browser View

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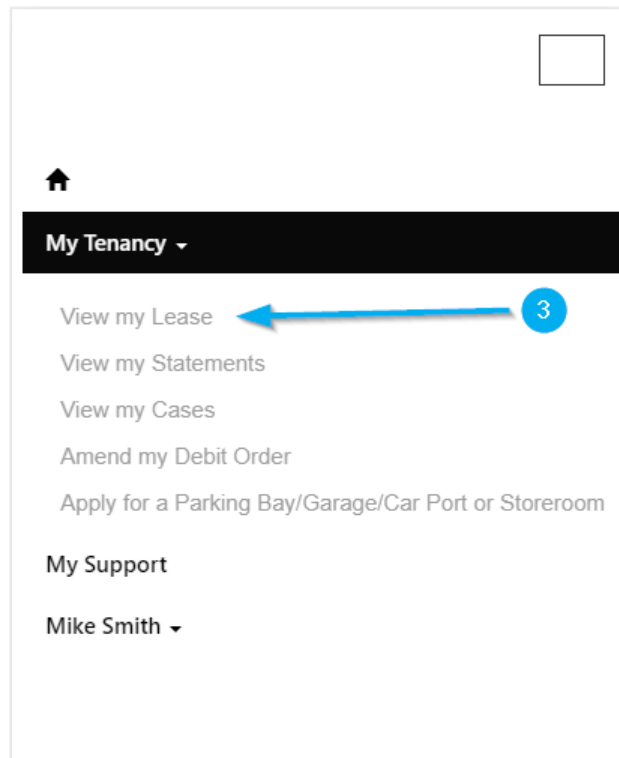
Block A, Park Lane Office Park, 2 Park Road, Pinelands, Cape Town
PO Box 259, Cape Town, 8000
T 021 421 6008 | F 021 421 6094 | Call centre toll free 0800 266 737
callcentre@goodfindproperties.org.za
www.goodfindproperties.co.za

Directors Non Executive: N V Balfour, M G Kearns (Chairperson), B L E Khan, E L Steyn
Directors Executive: A W Houston (CEO) **Company Secretary:** N Wagner

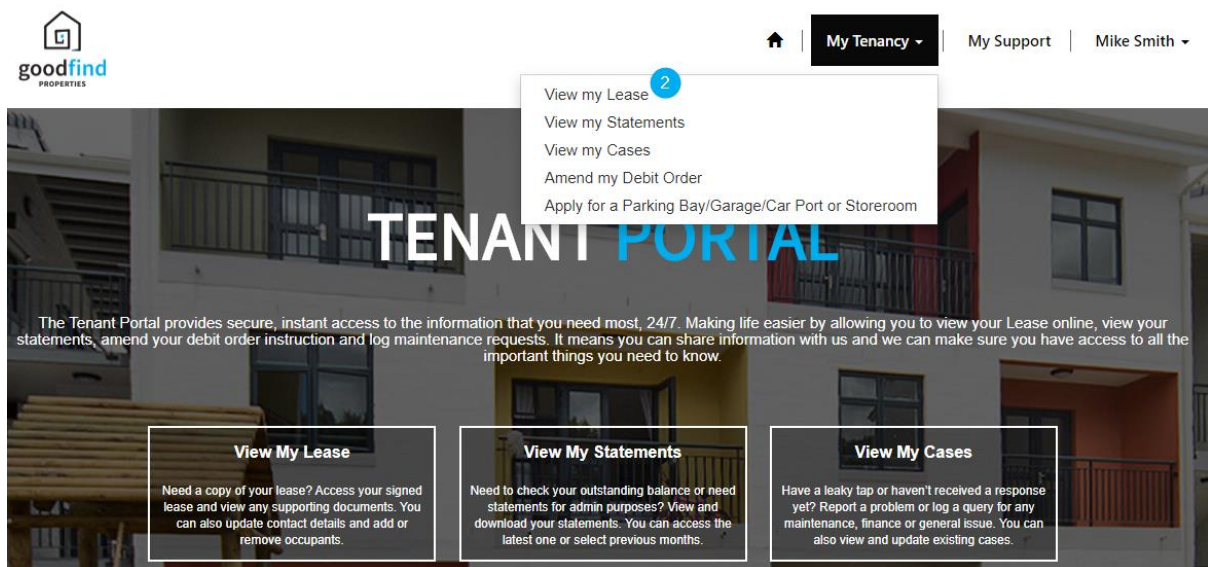
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3. Then click “View my lease”:



Mobile Phone View



Web Browser View


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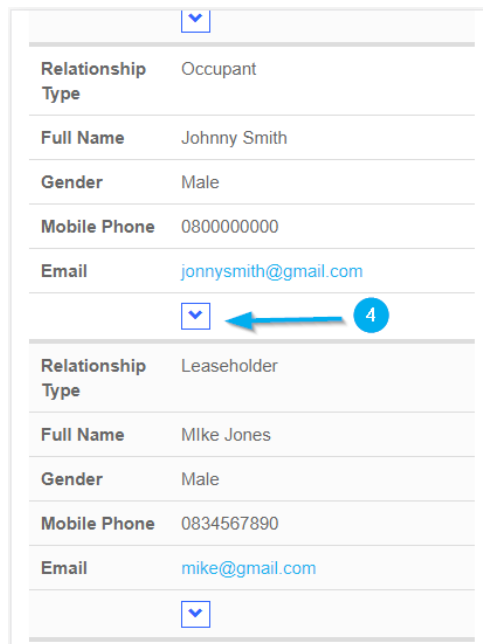
5th Floor Communicare Centre, 2 Roggebaai Square, Walter Sisulu Avenue,
Foreshore, Cape Town, 8001 | PO Box 259, Cape Town, 8000
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4. Scroll down the page and find the occupant/leaseholders you want to update click on the dropdown button :



Relationship Type: Occupant

Full Name: Johnny Smith

Gender: Male

Mobile Phone: 0800000000

Email: jonnysmith@gmail.com

Relationship Type: Leaseholder

Full Name: Mike Jones

Gender: Male

Mobile Phone: 0834567890





Email: mike@gmail.com

Mobile Browser View

Leaseholders & Occupants

Apply to add a Leaseholder

Apply to add an Occupant

Relationship Type	Full Name ↑	Gender	Mobile Phone	Email
Occupant	Anthony Smith	Male	0823456789	
	Dave Jones			
Occupant	Dave Jones	Male		
Occupant	Dave Smith	Male		

Web Browser View

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5. Click "Update Personal Information":

The screenshot shows a mobile phone interface with two person cards. The first card is for Johnny Smith, with fields for Relationship Type (Occupant), Full Name (Johnny Smith), Gender (Male), Mobile Phone (0800000000), and Email (jonnysmith@gmail.com). A blue circle with the number '5' is next to the email field. A dropdown menu is open over the second card, which is for Mike Jones. The menu options are 'Update Personal Information' and 'Apply to remove person from Lease'. A blue arrow points from the '5' to the 'Update Personal Information' option.

Mobile Phone View

Leaseholders & Occupants

Apply to add a Leaseholder

Apply to add an Occupant

Relationship Type	Full Name ↑	Gender	Mobile Phone	Email
Occupant	Anthony Smith	Male	0823456789	
	Dave Jones			
Occupant	Dave Jones	Male		
Occupant	Dave Smith	Male		

Update Personal Information
Apply to remove person from Lease

Web Browser View

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6. Select and populate the field required to be updated and click “Submit”:

Mobile Phone View

Please make sure we have all your correct contact details below. You can also choose your preferred method of communication and indicate whether you would prefer to receive emails or SMS's from us.

Personal Details

First Name Anthony	Last Name * Smith
ID Number -	Birthday 5
Gender Male	Relationship Type Occupant

Contact Details

Mobile Phone 0823456789	Home Phone
Business Phone	Email

Next of Kin Details (Person not living with the leaseholder or occupant)

Next of Kin	Next of Kin Contact No
Next of Kin Relationship	

Submit 6

Web Browser View

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