REFERRAL FORM

To Keep or Not To Keep:
Clutter Management Solutions

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REFERRING OFFICER	
NAME	
EMAIL	
TELEPHONE	
DATE SUBMITTED	

TENANT DETAILS	
NAME	
TELEPHONE	
ADDRESS	
NOTES	

REFERRAL GUIDELINES AND INSTRUCTIONS

REFERRING OFFICER TO:

- Schedule a date and time with tenant for the Introduction visit between the hours of 9am-2pm Monday- Friday
- Once date and time has been confirmed with tenant please advise KNK with the booking details via email or calendar invite
- Send to KNK the most recent tenant inspection photos to preview before scheduled Introduction visit

KNK TO:

- Schedule following four sessions directly with tenant
- KNK to advise on time and date for Conclusion visit s
- KNK to email exit form following conclusion visit

KNK PROCESS

6 SESSIONS PER CLIENT (6 WEEKS FROM START TO FINISH)
1. Introductory Visit with Staff Member
2. The Rightsize Approach- The 6 P's of Rightsizing
3. Division of objects Framework- Keep Not Keep
4. Accountability and Routine Solutions- To Clean and When To Clean
5. Acquisition Strategies - To Buy and What to Buy
6. Completion Visit with Staff Member