



## acceptance and signatory of tenancy agreement

property address: \_\_\_\_\_

property owner: \_\_\_\_\_

tenant/s: \_\_\_\_\_

portfolio manager: \_\_\_\_\_

leasing consultant: \_\_\_\_\_

date: \_\_\_\_\_ time: \_\_\_\_\_ tenancy term commencement: \_\_\_\_\_

	Date	Initials	
LC	_____	<input type="checkbox"/>	Verify all details are correct and explain Tenancy Agreement, rent and term
LC	_____	<input type="checkbox"/>	Explain and clarify all relevant Company Policies and processes
LC	_____	<input type="checkbox"/>	All parties sign and witness Tenancy Agreement
LC	_____	<input type="checkbox"/>	All parties sign Bond Lodgement form
LC	_____	<input type="checkbox"/>	Tenant/s sign utilities connection form (if applicable)
LC	_____	<input type="checkbox"/>	Advise tenant/s to organize contents insurance for their personal possessions
LC	_____	<input type="checkbox"/>	Advise tenant/s about digital solar invoicing and payment responsibilities
LC	_____	<input type="checkbox"/>	Advise tenant/s on maintenance and care of smoke detectors
LC	_____	<input type="checkbox"/>	Advise tenant/s on curtain cord safety
LC	_____	<input type="checkbox"/>	Advise tenant/s on carbon monoxide safety and monitoring
LC	_____	<input type="checkbox"/>	Advise tenant/s on instructions responsibilities with safety switch
LC	_____	<input type="checkbox"/>	Advise tenant/s on pool safety and pool care maintenance (if applicable)
LC	_____	<input type="checkbox"/>	Advise tenant/s on garden and lawn care and maintenance (if applicable)
LC	_____	<input type="checkbox"/>	Confirm the following documents and brochures handed to tenant/s
	_____	<input type="checkbox"/>	• Strata By-Laws or HOA CC&R (if applicable)
	_____	<input type="checkbox"/>	• Information Statement and Renting Guide (if applicable)
	_____	<input type="checkbox"/>	• Rental payment instructions and/or reference
	_____	<input type="checkbox"/>	• Welcome Information including Privacy Statement and Complaints Procedure
	_____	<input type="checkbox"/>	• Maintenance Reporting Forms
	_____	<input type="checkbox"/>	• Tenant Welcome Gift (if applicable)
LC	_____	<input type="checkbox"/>	Photocopied keys signed by tenant and verified all supplied or Digital code prepared and provided with correct access date and time
LC	_____	<input type="checkbox"/>	Ingoing property condition report (3 copies) 1 copy signed and retained as proof of receipt
LC	_____	<input type="checkbox"/>	Inventory (3 copies) 1 copy signed and retained as proof of receipt (if applicable)
LC	_____	<input type="checkbox"/>	Rental payment schedule prepared and provided to tenant/s
LC	_____	<input type="checkbox"/>	Full bond paid and receipted
LC	_____	<input type="checkbox"/>	Copy of executed Tenancy Agreement and Bond Lodgement form handed to tenant/s

The tenant/s acknowledges that all information pertaining to their Tenancy Agreement and agency policies and procedures have been explained clearly and in full and that documents have been completed and executed in a diligent manner.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**TrackMate™ verified for completion:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB:** Leasing Consultant may be represented by Portfolio Manager. If any item is not applicable write next to item N/A

