



bond refund

property address: _____

property owner: _____

tenant/s: _____

portfolio manager: _____ date: _____

date tenant vacated: _____ date bond released: _____

	Date	Initials	
PM Record on TaskTracker™	_____	<input type="checkbox"/>	
PM Confirm Outgoing Property Condition report has been completed	_____	<input type="checkbox"/>	
PM Confirm any extra cleaning has been completed and invoiced if applicable	_____	<input type="checkbox"/>	
PM Confirm gardening and lawn maintenance completed and invoiced if applicable	_____	<input type="checkbox"/>	
PM Confirm any necessary repairs completed and invoiced if applicable	_____	<input type="checkbox"/>	
PM Confirm receipt of proof of carpet steam cleaning	_____	<input type="checkbox"/>	
PM Confirm receipt of proof of tenant/s pest control	_____	<input type="checkbox"/>	
PM Confirm digital solar power usage charges are invoiced to tenant if applicable	_____	<input type="checkbox"/>	
PM Confirm water usage/excess calculated are invoiced to tenant if applicable	_____	<input type="checkbox"/>	
PM Confirm no outstanding invoices – prepare invoices if necessary	_____	<input type="checkbox"/>	
PM Re-confirm tenancy term has expired and appropriate notice given/issued	_____	<input type="checkbox"/>	
PM Confirm advertising and let fee charged to tenant if tenancy early termination	_____	<input type="checkbox"/>	
PM Confirm rent paid to date of vacating property	_____	<input type="checkbox"/>	
PM Confirm all payments including rent and invoices are cleared funds	_____	<input type="checkbox"/>	
PM Confirm all keys, remotes, etc. returned and identical to copy on file from commencement of tenancy	_____	<input type="checkbox"/>	
PM Confirm Outgoing Property Condition report identical to Incoming Property Condition report	_____	<input type="checkbox"/>	
PM Calculate bond disbursement as per attached form	_____	<input type="checkbox"/>	
PM Contact property owner to confirm bond being disbursed	_____	<input type="checkbox"/>	
PM Prepare computer generated Bond Refund form and sign	_____	<input type="checkbox"/>	
PM Print tenant/s ledger	_____	<input type="checkbox"/>	
PM Print bond refund and thank you letter to attach to Security Deposit Refund form and tenant/s ledger	_____	<input type="checkbox"/>	
PM Enter details of letter in mail log and post	_____	<input type="checkbox"/>	
PM Forward letter to property owner confirming vacate completed include copy of Outgoing Property Condition report	_____	<input type="checkbox"/>	
PM If refund is due to Company/property owner, place file on bond refund pending rack and disburse when received	_____	<input type="checkbox"/>	
PM Log date to PM Software online diary for bond follow-up	_____	<input type="checkbox"/>	
PMC Once finalized archive tenant file and mark tenant in active on computer	_____	<input type="checkbox"/>	

TrackMate™ verified for completion: _____ Date: _____

NB: If any item is not applicable write next to item N/A

