



## change of shared tenancy



trackmate™ - change of shared tenancy

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

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

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

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

outgoing tenant/s: \_\_\_\_\_ replacement tenant/s: \_\_\_\_\_

date change effective from: \_\_\_\_\_ date finalized: \_\_\_\_\_



	Date	Initials	
<b>PM</b> Record on TaskTracker™	_____	<input type="checkbox"/>	
<b>PM</b> Confirm receipt of notification/request for change from tenant/s	_____	<input type="checkbox"/>	
<b>PM</b> Prepare and dispatch letter to tenant/s confirming notification received together With application form and relevant Change of Shared Bond Arrangement Bond form (or applicable form)	_____	<input type="checkbox"/>	
<b>PM</b> Prepare and dispatch letter to property owner advising changed arrangement	_____	<input type="checkbox"/>	
<b>PM</b> When application and relevant documentation are returned process application as per Application TrackMates™	_____	<input type="checkbox"/>	
<b>PM</b> Confirm new arrangement with property owner followed by letter of confirmation	_____	<input type="checkbox"/>	
<b>PM</b> Prepare new Tenancy Agreement - <i>do not change tenancy term dates unless negotiated and accepted by both property owner and tenants</i>	_____	<input type="checkbox"/>	
<b>PM</b> Confirm incoming and outgoing tenants are aware of invoicing for digital solar power usage	_____	<input type="checkbox"/>	
<b>PM</b> Confirm incoming and outgoing tenants are aware of invoicing for water usage	_____	<input type="checkbox"/>	
<b>PM</b> Schedule appointment for new Tenancy Contract to be executed	_____	<input type="checkbox"/>	
<b>PMC</b> Photocopy original Incoming Property Condition report and prepare applicable documents including Welcome 'Be Our Guest' for new tenant/s	_____	<input type="checkbox"/>	
<b>PMC</b> Invoice vacating tenant/s for let fee if agreed (as per Early Termination)	_____	<input type="checkbox"/>	
<b>PMC</b> Update information on new tenant/s to PM software computer file	_____	<input type="checkbox"/>	
<b>PMC</b> Update bond details	_____	<input type="checkbox"/>	
<b>PMC</b> Photocopy 2 copies of Tenancy Agreement posting tenant/s copy together with letter	_____	<input type="checkbox"/>	
<b>PMC</b> Forward second copy of Tenancy Agreement to property owner together with Letter (this can be emailed)	_____	<input type="checkbox"/>	
<b>PMC</b> File new Tenancy Agreement and any other relevant documentation	_____	<input type="checkbox"/>	

**NB:** *Do not start a new tenant hard copy file of computer file. Maintain and update existing files.*



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



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

