



early termination fixed term tenancy

property address: _____

property owner: _____

tenant/s: _____

portfolio manager: _____ date request received: _____

date tenancy term expires: _____ requested termination date: _____

- | | Date | Initials | |
|--|-------|--------------------------|--|
| PMC Record on TaskTracker™ | _____ | <input type="checkbox"/> | |
| PM Confirm request for early termination received from tenant/s | _____ | <input type="checkbox"/> | |
| PM Log date and details of conversation with tenant to tenant computer file | _____ | <input type="checkbox"/> | |
| PM Call property owner advising of tenant/s notification and intention | _____ | <input type="checkbox"/> | |
| PM Follow-up with email to property owner confirming conversation and actions | _____ | <input type="checkbox"/> | |
| PMC Prepare and dispatch confirmation letter to tenant together with Contract to Terminate Fixed Term Tenancy | _____ | <input type="checkbox"/> | |

ONCE CONTRACT APPOINTMENT HAS BEEN RETURNED BY TENANT

- | | | | |
|--|-------|--------------------------|--|
| PMC Upon receipt signed appointment of agency log details to tenant computer file | _____ | <input type="checkbox"/> | |
| PMC Prepare and dispatch letter to property owner confirming early termination | _____ | <input type="checkbox"/> | |
| PMC Prepare and dispatch letter to tenant confirming receipt of appointment and details of process in securing replacement tenant/s | _____ | <input type="checkbox"/> | |
| PMC Upload property to all relevant websites | _____ | <input type="checkbox"/> | |
| PMC Arrange 'For Rent' sign to be erected if applicable (recommended) | _____ | <input type="checkbox"/> | |
| PMC Arrange other advertising/marketing applicable and agreed upon | _____ | <input type="checkbox"/> | |

APPROVED REPLACEMENT TENANT APPLICATION

- | | | | |
|---|-------|--------------------------|--|
| PM When replacement tenant/s has been secured allow at least 3 days for changeover | _____ | <input type="checkbox"/> | |
| PM Remind vacating (early termination) tenant/s rent paid up until day prior to start of new tenancy | _____ | <input type="checkbox"/> | |
| PM Verify full rent is paid by early termination tenant | _____ | <input type="checkbox"/> | |
| PM Confirm all payments including rent and invoices are cleared funds | _____ | <input type="checkbox"/> | |
| PMC Arrange assessment of smoke detectors | _____ | <input type="checkbox"/> | |
| PMC Arrange assessment of curtain cords | _____ | <input type="checkbox"/> | |
| PMC Arrange final reading for digital solar power usage | _____ | <input type="checkbox"/> | |
| PMC Arrange assessment for water usage | _____ | <input type="checkbox"/> | |
| PM/PMC Follow the TrackMate™ for vacate procedure | _____ | <input type="checkbox"/> | |
| PM/PMC Follow the TrackMate™ for application and new tenant procedures for ingoing tenant | _____ | <input type="checkbox"/> | |

TrackMate™ verified for completion: _____ **Date:** _____

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

