

## rent review

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

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

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

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

deadline date for review: \_\_\_\_\_ date review finalized: \_\_\_\_\_

**PMC** Prepare and print rent review report within allowable legislative timeframe of review date

Date Initials

**PMC** Log each property under review to TaskTracker™

**PMC** Check and note tenant/s that may have special rent review clause

**PMC** Check and note tenant/s that may have negotiated tenancy renewal options

**PMC** Check and note tenant/s that may have agreed rental increments

**PM** If tenant has rent review/auto rent increase, prepare and send reminder notice

**PM** Prepare STAT™ report for each property to substantiate rental rate advice

**PM** Call property owner to discuss rental options, offer to extend, tenant history, termination, rental rates

**PM** Forward email to property owner together with STAT™ and DEMO™ reports confirming instructions and actions being taken

**PM** Verify if digital solar has been installed at the property since tenant move in

### RENTAL INCREASE AND TENANCY RENEWAL ACCEPTED:

**PM** Enter details of rent increase on computer

**PM/PMC** Follow TrackMate™ for tenancy renewal procedures

### NO FURTHER EXTENSION OFFERED:

**PM** Send email to property owner confirming instructions

**PM/PMC** Follow TrackMate™ for vacate procedure (ensuring tenants receive required notice period within legislative guidelines)

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

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