

## security deposit refund

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

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

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

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

date tenant vacated: \_\_\_\_\_ date security deposit released: \_\_\_\_\_

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