

## 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
<b>PMC</b> Record on TaskTracker™	_____	<input type="checkbox"/>
<b>PM</b> Confirm request for early termination received from tenant/s	_____	<input type="checkbox"/>
<b>PM</b> Log date and details of conversation with tenant to tenant computer file	_____	<input type="checkbox"/>
<b>PM</b> Call property owner advising of tenant/s notification and intention	_____	<input type="checkbox"/>
<b>PM</b> Follow-up with email to property owner confirming conversation and actions	_____	<input type="checkbox"/>
<b>PMC</b> Prepare and dispatch confirmation letter to tenant together with Contract to Terminate Fixed Term Tenancy	_____	<input type="checkbox"/>
 <b>ONCE CONTRACT APPOINTMENT HAS BEEN RETURNED BY TENANT</b>		
<b>PMC</b> Upon receipt signed appointment of agency log details to tenant computer file	_____	<input type="checkbox"/>
<b>PMC</b> Prepare and dispatch letter to property owner confirming early termination	_____	<input type="checkbox"/>
<b>PMC</b> Prepare and dispatch letter to tenant confirming receipt of appointment and details of process in securing replacement tenant/s	_____	<input type="checkbox"/>
<b>PMC</b> Upload property to all relevant websites	_____	<input type="checkbox"/>
<b>PMC</b> Arrange 'For Rent' sign to be erected if applicable (recommended)	_____	<input type="checkbox"/>
<b>PMC</b> Arrange other advertising/marketing applicable and agreed upon	_____	<input type="checkbox"/>
 <b>APPROVED REPLACEMENT TENANT APPLICATION</b>		
<b>PM</b> When replacement tenant/s has been secured allow at least 3 days for changeover	_____	<input type="checkbox"/>
<b>PM</b> Remind vacating (early termination) tenant/s rent paid up until day prior to start of new tenancy	_____	<input type="checkbox"/>
<b>PM</b> Verify full rent is paid by early termination tenant	_____	<input type="checkbox"/>
<b>PM</b> Confirm all payments including rent and invoices are cleared funds	_____	<input type="checkbox"/>
<b>PMC</b> Arrange assessment of smoke detectors	_____	<input type="checkbox"/>
<b>PMC</b> Arrange assessment of curtain cords	_____	<input type="checkbox"/>
<b>PMC</b> Arrange final reading for digital solar power usage	_____	<input type="checkbox"/>
<b>PMC</b> Arrange assessment for water usage	_____	<input type="checkbox"/>
 <b>PM/PMC</b> Follow the TrackMate™ for vacate procedure	 _____	 <input type="checkbox"/>
<b>PM/PMC</b> 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