

finalization of management

property address: _____
property owner: _____
tenant/s: _____
portfolio manager: _____ date notified: _____
management termination notification required: _____ date finalization requested: _____
effective date of management finalization: _____ date finalized: _____
reason for termination: _____

	Date	Initials
PM Record on TaskTracker™	_____	<input type="checkbox"/>
PM Written advice received from property owner or issued by Company	_____	<input type="checkbox"/>
PM Confirm termination notice period received/issued as per management contract	_____	<input type="checkbox"/>
PM If termination issued by property owner confirm with Company leadership prior to any further action:	_____	<input type="checkbox"/>
PM Confirm who termination was reported to: _____	_____	<input type="checkbox"/>
CM Contact property owner via phone to seek clarification of reason for termination	_____	<input type="checkbox"/>
PM Log termination and exchange date to property computer file	_____	<input type="checkbox"/>
PM If property owner terminating issue letter of confirmation to property owner	_____	<input type="checkbox"/>
PMC Prepare copy of Tenancy Contract, Incoming Property Condition report, tenant ledger, copy of keys or digital codes provided to tenant/s, tenant/s rent paid to date, bond amount	_____	<input type="checkbox"/>
PMC Prepare copies of outstanding tenant invoices	_____	<input type="checkbox"/>
PMC Prepare Change of Property Owner or Property Owner's Agent form	_____	<input type="checkbox"/>
PMC Photocopy all management keys/remotes/etc. retained by Company	_____	<input type="checkbox"/>
PM Cancel outstanding work/maintenance orders in writing and advise property owner (if urgent maintenance proceed and advise property owner)	_____	<input type="checkbox"/>
PM Prior to handover ensure all outstanding accounts are received and enough money is held in Trust Account to pay accounts and management fees	_____	<input type="checkbox"/>
FINALIZATION (EXCHANGE) DAY:		
PMC Prepare and dispatch notice letter to tenant/s advising of management termination	_____	<input type="checkbox"/>
PM Surrender prepared documents and keys to property owner or confirmed property management company	_____	<input type="checkbox"/>
PM Ensure property management company representative or property owner signs confirmation of receipt of keys and documents provided	_____	<input type="checkbox"/>
PMC Prepare documents and forms as per list below	_____	<input type="checkbox"/>
PMC Check maintenance pending and process all accounts	_____	<input type="checkbox"/>
PMC Finalize outstanding marketing/advertising invoices	_____	<input type="checkbox"/>
PMC Ensure funds for management, administration, let fees and any other amounts deducted and transferred to Company	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to City/Council advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to Strata Managers advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to relevant Insurance firms advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to Lessor Protection Insurer advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to Water Utility provider advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch notification to Digital Solar provider advising of transfer	_____	<input type="checkbox"/>
PMC Prepare and dispatch letter to property owner confirming transfer/handover	_____	<input type="checkbox"/>
PMC File copies of TrackMate™ signed by property owner or confirmed property management company collecting documents and keys	_____	<input type="checkbox"/>
CM On completion of monthly disbursement and settlement deactivate property owner, tenant and property computer files (DO NOT DELETE)	_____	<input type="checkbox"/>

PM Archive property owner/property paper file and tenant paper file _____

PMC Check maintenance pending and process all accounts _____

- | | PMCPrepared | PMPassed |
|--|--------------------------|--------------------------|
| • Copy of Tenancy Contract | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Incoming Property Condition report | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of photocopy of keys handed to tenant/s or digital codes | <input type="checkbox"/> | <input type="checkbox"/> |
| • Printout of tenant/s ledger | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of inventory if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| • All Company management keys/remotes/etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Photocopy keys/remotes/etc. signed by property owner or confirmed property management company collecting documents | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of signed Change of Property Owner/Property Owner's Agent form | <input type="checkbox"/> | <input type="checkbox"/> |
| • Outstanding invoices and payments owed by property owner | <input type="checkbox"/> | <input type="checkbox"/> |
| • Outstanding invoices and payments owed by tenant | <input type="checkbox"/> | <input type="checkbox"/> |
| • Current paid to date of tenant | <input type="checkbox"/> | <input type="checkbox"/> |
| • Relevant compliance certificates | <input type="checkbox"/> | <input type="checkbox"/> |
| • Outstanding maintenance and repairs | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other. List: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

FOLLOWING TRANSFER OR TERMINATION OF MANAGEMENT

PMC Prepare and dispatch letter from portfolio manager thanking property owner _____

PMC Prepare and dispatch letter from Company Leadership thanking property owner _____

PMC Set-up property owner on prospecting database and attach contact action plan _____

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

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