

rent review

property address: _____
 property owner: _____
 tenant/s: _____
 portfolio manager: _____ date: _____
 deadline date for review: _____ date review finalized: _____

	Date	Initials
PMC Prepare and print rent review report within allowable legislative timeframe of review date	_____	<input type="checkbox"/>
PMC Log each property under review to TaskTracker™	_____	<input type="checkbox"/>
PMC Check and note tenant/s that may have special rent review clause	_____	<input type="checkbox"/>
PMC Check and note tenant/s that may have negotiated tenancy renewal options	_____	<input type="checkbox"/>
PMC Check and note tenant/s that may have agreed rental increments	_____	<input type="checkbox"/>
PM If tenant has rent review/auto rent increase, prepare and send reminder notice	_____	<input type="checkbox"/>
PM Prepare STAT™ report for each property to substantiate rental rate advice	_____	<input type="checkbox"/>
PM Call property owner to discuss rental options, offer to extend, tenant history, termination, rental rates	_____	<input type="checkbox"/>
PM Forward email to property owner together with STAT™ and DEMO™ reports confirming instructions and actions being taken	_____	<input type="checkbox"/>
PM Verify if digital solar has been installed at the property since tenant move in	_____	<input type="checkbox"/>
RENTAL INCREASE AND TENANCY RENEWAL ACCEPTED:		
PM Enter details of rent increase on computer	_____	<input type="checkbox"/>
PM/PMC Follow TrackMate™ for tenancy renewal procedures	_____	<input type="checkbox"/>
NO FURTHER EXTENSION OFFERED:		
PM Send email to property owner confirming instructions	_____	<input type="checkbox"/>
PM/PMC Follow TrackMate™ for vacate procedure (ensuring tenants receive required notice period within legislative guidelines)	_____	<input type="checkbox"/>

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

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