

security deposit refund

property address: _____
property owner: _____
tenant/s: _____
portfolio manager: _____ date: _____
date tenant vacated: _____ date security deposit released: _____

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