

tenancy renewal

| |
|---|
| property address: _____ |
| property owner: _____ |
| tenant/s: _____ |
| portfolio manager: _____ date: _____ |
| renewal preparation deadline date: _____ renewal deadline date: _____ |

| |
|--|
| new monthly rent: _____ new annual rent: _____ |
| amount on rental increase: \$ _____ % _____ bond increase: _____ |
| other charges: water/power/heating/gas: amount: _____ |
| tenancy term: _____ start date: _____ expiry date: _____ |
| additional special conditions: _____ |
| _____ |
| _____ |
| notes: _____ |
| _____ |
| _____ |

| | Date | Initials |
|--|-------|--------------------------|
| PMC Record on TaskTracker™ | _____ | <input type="checkbox"/> |
| PMC Prepare report of pending tenancy expiries | _____ | <input type="checkbox"/> |
| PM Check computer to verify property owner's instructions and authorization to renew tenancy term generated during rent review process | _____ | <input type="checkbox"/> |
| PM Contact tenant discuss tenancy renewal and/or rent increase or termination | _____ | <input type="checkbox"/> |
| PM At this time advise date tenancy renewal/extension will be ready for signature in business premises or emailed for signature and return | _____ | <input type="checkbox"/> |
| PM Confirm discussion and instructions in writing and log mail | _____ | <input type="checkbox"/> |
| PM Confirm tenancy renewal date and term logged are accurate to tenant computer file | _____ | <input type="checkbox"/> |
| PM Confirm digital solar power usage charges to property | _____ | <input type="checkbox"/> |
| PM Confirm water usage charges to property | _____ | <input type="checkbox"/> |
| PM Confirm the new rental amount updated on property computer file | _____ | <input type="checkbox"/> |
| PMC Prepare tenancy renewal/extension documents | _____ | <input type="checkbox"/> |
| PMC Include any extra special conditions negotiated if applicable | _____ | <input type="checkbox"/> |
| PMC Prepare bond lodgement form if rent has been increased | _____ | <input type="checkbox"/> |
| UPON TENANCY RENEWAL SIGNING AND ACCEPTANCE COMPLETION | | |
| PMC Prepare 2 copies of Tenancy Agreement file original tenant file | _____ | <input type="checkbox"/> |
| PMC Dispatch tenant's copy together with letter of confirmation to tenant (unless handed at time of signing) | _____ | <input type="checkbox"/> |
| PMC Dispatch property owner's copy together with confirmation letter to property owner | _____ | <input type="checkbox"/> |
| PMC Issue work order to smoke detector technician to request tenancy inspection | _____ | <input type="checkbox"/> |
| FC Transfer increased bond/security deposit to relevant Trust Account ad record | _____ | <input type="checkbox"/> |
| PM Confirm rent increase amount and date for increase to take effect is correct and computer logged <i>(date effective from first rent due date after the start if the new tenancy term)</i> | _____ | <input type="checkbox"/> |
| PM Ensure rent review date is set for required period prior to the expiry of the renewed Tenancy Agreement | _____ | <input type="checkbox"/> |

- PM Update renewed tenancy expiry date _____
- PM Update digital key access (if digital locks installed at property) _____

IF THE TENANCY RENEWAL IS NOT SIGNED BY DEADLINE

- PM/PMC Follow the TrackMate™ for vacate procedure _____

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

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

Please refer below for recommended special conditions for tenancy renewal

Recommended special condition

This is a continuation of the original tenancy agreement commencing (Date) and as such, all terms and conditions remain the same as the original tenancy agreement dated (Date).

Recommended if there is a special condition in the original agreement

When referring to the original tenancy, confirm there are no conditions such as “subject to the installation of curtains, ceiling fans, etc.” If the original or subsequent Tenancy Agreement refers to the installation of such things, the renewed Tenancy Agreement must state:

Special condition (relating to subject) was fulfilled on (Date of completion) and as such, this condition has been satisfied and completed.