

tenant welcome satchel 'be our guest'

property address: _____

property owner: _____

tenant/s: _____

occupation date: _____

property management consultant: _____

completed by: date: _____ time: _____

PRIOR TO SCHEDULED APPOINTMENT PREPARE:

	Date	Initials
PMC Tenant Welcome and Information Satchel 'Be Our Guest'	_____	<input type="checkbox"/>
PMC Company profile	_____	<input type="checkbox"/>
PMC Team and individual profiles including business owners	_____	<input type="checkbox"/>
PMC TASC™ team workflow chart	_____	<input type="checkbox"/>
PMC Procedures for reporting maintenance form	_____	<input type="checkbox"/>
PMC Maintenance report forms x 6	_____	<input type="checkbox"/>
PMC Copy of keys and access form or digital access codes	_____	<input type="checkbox"/>
PMC Watering times and garbage collection day form	_____	<input type="checkbox"/>
PMC Company newsletter	_____	<input type="checkbox"/>
PMC Incoming property condition report x 3 (3rd copy remains with Company)	_____	<input type="checkbox"/>
PMC Rental payment instructions and schedule	_____	<input type="checkbox"/>
PMC Inventory if applicable x 3 (3rd copy remains with agency)	_____	<input type="checkbox"/>
PMC Renting information booklet	_____	<input type="checkbox"/>
PMC Copy 'Strata Management By-Laws' (if applicable)	_____	<input type="checkbox"/>
PMC Copy Smart Matter Digital Solar information brochure	_____	<input type="checkbox"/>
PMC Copy Curtain Cord Compliance	_____	<input type="checkbox"/>
PMC Copy Pool Safety and Pool Fence Compliance (if applicable)	_____	<input type="checkbox"/>
PMC Copy Pool maintenance (if applicable)	_____	<input type="checkbox"/>
PMC Copy Carbon Monoxide safety brochure (if applicable)	_____	<input type="checkbox"/>
PMC Copy Mold Prevention and Tenant Obligation brochure (if applicable)	_____	<input type="checkbox"/>
PMC Smoke Alarm – Tenant Acknowledgement of Obligations	_____	<input type="checkbox"/>
PMC Tenant Acknowledgement – Acceptance of Tenancy Agreement	_____	<input type="checkbox"/>
PMC Privacy protection policy	_____	<input type="checkbox"/>
PMC Company complaints notification and resolution procedure	_____	<input type="checkbox"/>
PMC Tenancy Agreement (once signed)	_____	<input type="checkbox"/>
PMC Bond lodgement form (once signed) and deposit number logged	_____	<input type="checkbox"/>
PMC Acceptance and Signatory of Tenancy Agreement TrackMate™	_____	<input type="checkbox"/>

AFFILIATED SERVICES:

PMC Utilities connection form	_____	<input type="checkbox"/>
PMC Business card	_____	<input type="checkbox"/>
PMC Tenant welcome letter	_____	<input type="checkbox"/>

EXTRAS:

PMC Company branded pen and note pad (suggestion)	_____	<input type="checkbox"/>
PMC Other company branded merchandise (suggestion)	_____	<input type="checkbox"/>
PMC Tenant gift	_____	<input type="checkbox"/>
PMC Locality and city information (usually provided by city council)	_____	<input type="checkbox"/>
PM Confirm all information and documentation included in welcome satchel	_____	<input type="checkbox"/>

NB: Once prepared professionally present all information in Tenant Welcome Satchel

TrackMate™ verified for completion: _____ Date: _____

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