

vacating tenant

property address: _____

property owner: _____

tenant/s: _____

portfolio manager: _____ date: _____

vacate date: _____

date keys returned: _____ time keys returned: _____

or

digital access expired date: _____ time: _____

date vacate completed: _____ date bond finalized: _____

	Date	Initials
PM Record on TaskTracker™	_____	<input type="checkbox"/>
PM Confirm written notice has been received/issued from/to tenant	_____	<input type="checkbox"/>
PM Confirm required notice period has been received/issued	_____	<input type="checkbox"/>
PM Confirm tenant on periodic or expiring fixed term lease and is not terminating tenancy term prior to official expiry date	_____	<input type="checkbox"/>
PM Log vacate date to tenant PM Software file	_____	<input type="checkbox"/>
PM Prepare STAT™ and DEMO™ and calculate recommended rental	_____	<input type="checkbox"/>
PM Prepare marketing and advertising schedule with recommendations	_____	<input type="checkbox"/>
PM Call property owner advising of tenant notice and discuss rent increase and/or availability options and recommended marketing/advertising	_____	<input type="checkbox"/>
PM If rent increasing update property PM Software file	_____	<input type="checkbox"/>
PM Increase bond and let fee accordingly in line with adjusted property rental rate	_____	<input type="checkbox"/>
PM Prepare letter to property owner confirming vacate, rental amount and advertising details	_____	<input type="checkbox"/>
PM Send email to property owner confirming discussion and actions and attach letter, marketing/advertising schedule, STAT™ and DEMO™	_____	<input type="checkbox"/>
PM Calculate rent to end of tenancy: \$ _____	_____	<input type="checkbox"/>
PM Check outstanding invoices, print and send with letter: \$ _____	_____	<input type="checkbox"/>
PMC Forward letter of confirmation to tenant/s with vacate procedure advice, cleaning guide and Outgoing Property Condition report (and invoices if applicable)	_____	<input type="checkbox"/>
PMC Schedule date for vacating inspection on PM Software file and diary	_____	<input type="checkbox"/>
PMC Arrange for 'Rent ME' sign to be erected	_____	<input type="checkbox"/>
PMC Upload property onto applicable websites (Company/generic/etc.)	_____	<input type="checkbox"/>
PMC Arrange and book all other advertising/marketing as per agreed schedule	_____	<input type="checkbox"/>
PMC Attach 'Contact Plan' to property owner keeping informed of progress	_____	<input type="checkbox"/>
PMC Relocate tenant file to vacate rack (keep files in date order of vacating)	_____	<input type="checkbox"/>
PMC Send email alert to all Company property management and sales teams advising availability and details of property	_____	<input type="checkbox"/>
 ON DAY OF VACATE:		
PMC Relocate file to reception in preparation for property handover	_____	<input type="checkbox"/>
PMC Photocopy all keys/remotes etc. returned by tenant and ensure tenant/s sign photocopy	_____	<input type="checkbox"/>
PMC Check to ensure tenant's rent is fully paid (if not, confirm final payment is made at time of property hand back)	_____	<input type="checkbox"/>
PMC Confirm return of tenant's rent payment card	_____	<input type="checkbox"/>
PMC Photocopy and file receipt for carpet cleaning	_____	<input type="checkbox"/>
PMC Photocopy and file receipt for tenant pest control	_____	<input type="checkbox"/>
PMC Photocopy and file receipt for professional cleaning if applicable	_____	<input type="checkbox"/>
PMC Photocopy and file pool chemical level certificate if applicable	_____	<input type="checkbox"/>

- PMC Photocopy and hand tenant copy of Outgoing Property Condition report (retain original) _____
- PMC Enter tenant forwarding address and new contact numbers to tenant computer file _____
- PMC Place keys on relevant vacancy hook in management key cabinet _____
- PMC Retrieve original property Incoming Property Condition report for checking against Outgoing Property Condition report on vacate inspection _____
- PM Check returned keys against keys handed out on commencement of tenancy and confirm all have been returned _____
or
- PM Check tenant digital access to property has been cancelled _____
- PM Cancel tenant rent payment authority to deduct _____
- PM Confirm Outgoing Property Condition report is acceptable/compares to Incoming Property Condition report _____
- PM Obtain digital solar power usage reading to vacate date and invoice tenant applicable amount _____
- PM Obtain water usage reading to vacate date and invoice tenant applicable amount _____
- PM Confirm smoke detectors have remained installed position within property _____
- PM Confirm information posters for smoke detector and safety switch operation and maintenance are intact and remain installed position within property _____
- PM If any item unsatisfactory arrange extra cleaning, maintenance and/or repairs _____
- PM Schedule re-inspection if necessary _____
- PMC Schedule date for return of invoices for extra work at property (if tenant charge) _____
- PMC File Outgoing Property Condition report and any extra work scheduled including invoices _____
- PMC File Vacating Tenant TrackMate™ _____
- PM/PMC Follow Bond Refund TrackMate™ _____

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

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