



VACATE Checklist

PROPERTY INFORMATION

ADDRESS: _____

TENANTS NAMES: _____

DATE NOTICE RECIEVED: _____ VACATE DATE: _____

CURRENT RENT: _____ SUGGESTED RENT: _____

PROPERTY MANAGER TO COMPLETE

- Notice received in writing and signed by all tenants, ATTACH COPY TO CHECKLIST
 - Correct notice period given
 - Call tenant to confirm notice was rcvd and vacate date; book in date for first open with them
 - Pre Vacate inspection booked: _____ Tenant to attend: _____
 - Final inspection booked: _____ Tenant to attend: _____
 - Any outstanding issues _____
 - Send team vacate email-. Reception, Jarra & Brooke. This email should include, Tenants Names, Vacate Date, Amount of Current Rent, When the Final is booked.
 - Put property on vacate board with vacate date
 - Call owner to advise and seek instructions to re-let property
- Price: _____
- Sign: _____
- Term: _____
- Pets: _____
- Available: _____
- Email owner to confirm instructions in writing and confirm final inspection date and time
 - Organize any maintenance requested by owner
 - Send team re-let email with instructions to Admin to re-advertise property
 - Prepare and send tenant vacate pack (letter, cleaning & trades guide, & condition report), email to the tenants.
 - Put file out from the file and place into the vacate cabinet with copy of the lease, condition report, vacate notice.



VACATE Checklist (Continued)

PROPERTY INFORMATION

ADDRESS: _____

TENANTS NAMES: _____

DATE NOTICE RECIEVED: _____ VACATE DATE: _____

CURRENT RENT: _____ SUGGESTED RENT: _____

PROPERTY MANAGEMENT TO COMPLETE

- Check bond refund form completed and signed by all tenants
- Keys returned checked against key page in lease
- Keys returned photocopied and signed by tenant
- Receipts for carpet cleaning and pest spray are attached
- Check Property ME for no outstanding money owed and tenant contact details are correct
- Confirm date and time of final – **(check date on back and in diary)**
- Tenant attending final YES NO
- Tag keys – **Immediately**

PROPERTY MANAGER TO COMPLETE

- Call & email owner to confirm keys are returned and when the final will be completed
- Complete final inspection **(within 48 hours excl weekends), CALL OWNER WHEN**

COMPLETED

- Call & email tenants to advise final outcome and any cleaning or repairs that need to be done
- Prepare report for owner with photos and any suggested repairs and maintenance
- Follow up inspection if required with new photos
- Authorize any outstanding invoices for payment
- Complete final bond form and refund form and handover to Account Manager for processing

NOTE: ensure that final water and any outstanding invoices are attached

ACCOUNT MANAGER TO COMPLETE

- Check invoices and any bond deductions are correct and bond refund form is correct
- Scan bond refund form and send to bond board
- Call & email tenant to advise bond has been processed and sent to bond board
- Save all document under the tenants file on Property Tree in the Document Section inc: lease and bond refund form in archived lease folder