

## TENANT VACATING CHECKLIST

Internal Office Use Only

Property address

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Tenant/s name(s)

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- Verification of all lease details to check fixed term or periodic status (software and file)
- Verification of new contact details for tenant
- Written notice of tenant intending to vacate premises received
- Tenant notification letter and '*Cleaning Information Guide*' sent
- Investor notification letter sent
- Original entry condition report for final inspection
- Method and procedure for finalising rent payments
- Final inspection process
- Bond Release Summary
- Tenant file vacating checklist
- Property Management Software updated
- TICA / NTD / TRA – updated
- Tenant Vacating File checked with all paperwork completed
- File closed and archived

Signed

Property Manager

Date

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