

Name & Unit _____

Termination Checklist / Process

- ___ Notice received Method & date:-
- ___ Legal Termination date (28 days)
- ___ XL Rent Assessment sheet up date

___ **Phone Tenant**

- ___ Reason for leaving
- ___ Bank Ac Number current
- ___ New Address
- ___ Current employer
- ___ Preferred departure date _____
- ___ Plan to let people view
- ___ Appointment, for early visit and pre departure inspection

- ___ Latest Phone number correctly recorded on file
- ___ [Print Acknowledgement Letter](#) OR [90 Day Eviction advice letter](#)
- ___ [Print Termination Brochure](#)
- ___ [Print Bond Refund Form](#) _____
- ___ [Print inspection cklsts](#)
- ___ Set new rents [Market Rents](#)
- ___ Advertise unit MSD _____ [Facebook](#) _____ TradeMe _____
- ___ [Print New Tenant pre-view cklst](#)

___ **Visit Tenant**

- ___ Deliver ___ forms and brochures
- ___ Sign bond refund form
- ___ Actual departure date
- ___ Key handover plan arranged
- ___ Complete pre-departure inspection

___ **Post Departure**

- ___ Complete Inspection – Time / Date
- ___ Complete Rent Assessment
- ___ Obtain quotes/invoices for damage and cleaning costs for departing tenant (if any)
- ___ Complete Copy / Scan Bond refund form for records
- ___ Deliver Bond Refund Form to Tenancy Services bonds@tenancy.govt.nz
- ___ Enter Bond Refund due (if any) into accounting system
- ___ Return overpaid rent (if any)
- ___ Fix listed items from inspections
- ___ LINKS [End a tenancy](#) [Bond rules](#) [Disputes](#) - [90 Day Notice](#)
- ___ Comments for future references for departed tenant