

# Termination Process / Checklist

- \_\_\_ Notification received. Method \_\_\_\_\_ Date:- \_\_\_\_\_
- \_\_\_ Legal Termination Date \_\_\_\_\_ (*minimum 21 days after notification*)
- \_\_\_ Rent Assessment sheet updated
- \_\_\_ Complete and print Bond Refund form
- \_\_\_ Print pre-departure Inspection checklist
- \_\_\_ Print post-departure inspection check list
- \_\_\_ Deliver acknowledgement letter and termination brochure with 1<sup>st</sup> Inspection date \_\_\_\_\_
- \_\_\_ Set new rents \$\_\_\_\_\_
- \_\_\_ Advertise up-coming rental date \_\_\_\_\_ Locations \_\_\_\_\_

\*\*\*\*\*

**Phone Tenant:-**

- \_\_\_ Confirm or Change, for PRE-departure inspection to \_\_\_\_\_
- \_\_\_ New Address ("for bond refunds etc.") \_\_\_\_\_
- \_\_\_ Email address (if changed) \_\_\_\_\_
- \_\_\_ Latest Phone number (if changed) \_\_\_\_\_
- \_\_\_ Bank Ac Number (if changed) \_\_\_\_\_
- \_\_\_ MSD No. \_\_\_\_\_ IRD no. \_\_\_\_\_
- \_\_\_ Employer contact \_\_\_\_\_
- \_\_\_ Confirm departure date \_\_\_\_\_ Rent Adjusted Y / N

\*\*\*\*\*

**Visit Tenant Date \_\_\_\_\_**

- \_\_\_ Complete pre-departure inspection
- \_\_\_ Sign bond refund form
- \_\_\_ Plans to fix or pay for damage >
- \_\_\_ Plans to repay arrears >
- \_\_\_ Plans for prospective renters to view >
- \_\_\_ Planed for key handover >

\*\*\*\*\*

- \_\_\_ Advertise unit *Facebook* \_\_\_\_\_ TradeMe \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_ Begin "New renter selection process"

\*\*\*\*\*

**Post Departure**

- \_\_\_ Inspection – Time / Date \_\_\_\_\_
- \_\_\_ Rent Assessment updated
- \_\_\_ Obtain quotes/invoices for damage and cleaning costs for departing tenant (if any)
- \_\_\_ Totalled expenses owed by departed renter (if any) \_\_\_\_\_
- \_\_\_ Complete and scan Bond refund form \_\_\_\_\_
- \_\_\_ Overpaid rent returned (if any) Amt \$\_\_\_\_\_ Date \_\_\_\_\_
- \_\_\_ Bond Refund claimed from Tenancy Services [bonds@tenancy.govt.nz](mailto:bonds@tenancy.govt.nz) \_\_\_\_\_
- \_\_\_ Bond returned by tenancy services \_\_\_\_\_
- \_\_\_ Begin Debt recovery process (if needed) Dt \_\_\_\_\_
- \_\_\_ Fix listed items from inspections
- \_\_\_ Comments for future references for departed tenant