

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 1st 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 _____
- ___ Bond returned by tenancy services _____
- ___ Begin Debt recovery process (if needed) Dt _____
- ___ Fix listed items from inspections
- ___ Comments for future references for departed tenant