Process Checklist for **NEW RENTER** Address _____

Name_____ Tenancy start date _____Rent S_____

- _____ Pre-entry inspection I.E. Departed tenants' inspection
- _____ Phone and agree on start date
- _____ Enter phone no. in phone contacts
- _____ Create new folder to hold tenant's files
- _____ Complete & print Tenancy Agreement
- _____ Complete & print Guarantor Form (if needed)
- _____ Print Bank AP form (if needed)
- _____ Print New Tenant Brochure
- _____ Save new Diary Document in tenant's folder
- _____ Save new Rent Assessment record & File in tenants folder
- _____ Save Photo ID & file in tenants folder
- _____ Phone for meeting appointment
- _____ Bond & Rent banked

At Meeting   ***

- _____ Sign   Application
- _____   "   Agreement
- _____   "   Guarantor (if arranged)
- _____   "   Completed pre-entry inspection cklst
- _____ Keys handed over (Number of keys)
- _____ Discuss Brochure, Law,   Refs,   Problems, Etc.
- _____ Other _____

After Meeting   ***

- _____ Copy / Scan / Save tenancy agreement in tenant's folder
- _____ Copy / Scan / Save Bank AP form & file in tenant's folder (if used)
- _____ Agreement copy given to tenant
- _____ Advise failed applicants
- _____ Diary first rent review date
- _____ Cancel Adds
- _____ Bond Lodged   BN_____   Receipt No _____
- _____ File bond acknowledgement letter/email
- _____ Other