

Landlord Rental Property Preparation Checklist



To ensure a smooth start to a new tenancy the following checklist has been designed to help alleviate the process for what's next once a property has been LEASED.

Tick these items off as you go along and email us any relevant paperwork requested.

ESSENTIALS - PRIOR TO A LEASE COMMENCING WE REQUIRE:

- THREE sets of property keys/remotes (TWO for tenants and ONE full access set for our office - more may be required if more than 2 tenants are approved)
- Provide exact details of parking/storage details and relevant numbers associated
- Alarm details and who to contact
- Smoke Alarm Check Compliance Certificate - agency can organise
- Pool Safety Compliance Certificate
- Water Efficiency Certificate (houses only) - agency can organise
- Contact relevant bodies for Council Rates, Water Rates and Strata Rate with our office postal address and email
- Supply correct bank details for rent disbursement
- Copy of Landlords Insurance Policy - required before property is listed 'For Lease'
- Property to be professionally cleaned including any maintenance of gardens
- Tenant 'settling in guide' outlining any specific items in the property a tenant and ourselves should be aware of e.g. how to operate alarm system, pool maintenance guide
- All manuals for appliances to be left in the property
- Details of maintenance people e.g. Gardener etc
- Re-direct your mail if you have been living at the property
- Cancel your utility account details or contact MoveMeIn to help you disconnect your power at the premises prior to the new tenant moving in
- Property is to be vacated at least 48 hours prior to tenant moving in so that property can be professionally cleaned and exterior areas are cleaned so that an entry condition report can be compiled prior to the tenant occupation
- If the property is furnished for lease please provide inventory in word document