
Change of Management Checklist

PROPERTY:

Tenancy Application/s plus ID and supporting documents	
Residential Tenancy Agreement/s	
Residential Premises Condition Report (Office Copy)	
Residential Premises Condition Report (Tenant Response)	
Signed document/ Key Receipt (By Tenant)	
Tenant Details	
Tenant Ledger	
Outstanding Invoices/ Repairs	
Outstanding Termination Notices	
Sign 'Change of Managing Agent/Owner' Bond Form	
Office set of keys, remotes and alarm code, if any.	
Compliancy Certificates for smoke alarms, water efficiency devices and swimming pool – If applicable	

Collected By: (Type Full Name) _____

Company: _____

Agent Signature _____

Date _____

Witness:

Signature: _____

Date: _____