

File Transfer Checklist - Toowong First National

Property Address: _____

Owner Surname _____
 Email _____
 Home _____
 Work _____
 Mobile _____

Tenant Surname(s) _____
 Email _____
 Home _____
 Work _____
 Mobile _____

TFN Check

Included in Pack?
 YES NO

- | | | |
|--------------------------|--------------------------|---------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | New PAMD Form 20a in the name of prorentals |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of old PAMD in the name of TFN |
| <input type="checkbox"/> | <input type="checkbox"/> | Full Owners Ledger |
| <input type="checkbox"/> | <input type="checkbox"/> | RTA Bond Lodgement Receipt |
| <input type="checkbox"/> | <input type="checkbox"/> | RTA Form 5 Change of Agent (signed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of final statement issued to owner |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of TFN letter to Tenant |
| <input type="checkbox"/> | <input type="checkbox"/> | Tenancy Agreement / Change of Tenants |
| <input type="checkbox"/> | <input type="checkbox"/> | Condition Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Full Tenant Ledger |
| <input type="checkbox"/> | <input type="checkbox"/> | Tenancy Application |
| <input type="checkbox"/> | <input type="checkbox"/> | All Spare Keys / Manuals / Remotes |
| <input type="checkbox"/> | <input type="checkbox"/> | Print out of Notes from PM software |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital photographs / vacancy description |
| <input type="checkbox"/> | <input type="checkbox"/> | Landlord Insurance Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Builders Warranty Contacts |
| <input type="checkbox"/> | <input type="checkbox"/> | RTA Notices (current & previous) |
| <input type="checkbox"/> | <input type="checkbox"/> | Small Claims Tribunal Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | All correspondence (owner/ten/builder etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | Body Corp Manager Contact Details |
| <input type="checkbox"/> | <input type="checkbox"/> | Body Corp By-laws |
| <input type="checkbox"/> | <input type="checkbox"/> | Routine Inspection Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | All Current & Pending Maintenance |
| <input type="checkbox"/> | <input type="checkbox"/> | Outstanding Insurance Claims / Complaints |

Do you pay any recurring accounts on behalf of this owner?

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Brisbane City Council Rates |
| <input type="checkbox"/> | Landlord Insurance |
| <input type="checkbox"/> | Body Corporate Levies |
| <input type="checkbox"/> | Pool / Lawn Maintenance (circle) |
| <input type="checkbox"/> | Annual Termite / Gutter (circle) |

Are there any accounts which have not been paid?

No Yes - attached

Is there a current Form 11, 12, or 16 issued by agent OR tenant

No Yes - attached

Prepared on behalf of R & R by: _____

prorentals Check

Management Fee as per New PAMD _____ %

Weekly Rent as per tenancy agmt. \$ _____

Postal Address Changed

Received on behalf of prorentals by: _____

Date _____