

Ending a Tenancy checklist

-
- Check the notice period in your state that is required to terminate a tenancy, according to the type of agreement that you have with your tenant and on what grounds you are seeking to terminate
-
- Check in what form the notice should be delivered (in some states you may have to use a designated Notice to Vacate to Tenant/s of Rented Premises form) and make sure it is signed and dated, with the actual date on which the tenant is requested to move out of the premises
-
- Make sure all breaches (if any) or reasons for ending the agreement are stated when given to the tenant
-
- Make sure all copies of keys are handed back
-
- Ensure rental bonds are dealt with properly. Following final inspection of the property, the correct forms should be completed by landlord and tenant with copies for each. Again, check with your state authorities on the correct procedure concerning rental bonds
-
- Keep a 'condition report' in case of any disputes
-
- Comply with the state Residential Tenancies Act (RTA) regarding the tenant/s' belongings and personal documents
-
- Prior to entering into any agreements, try and avoid breaches of contract by the tenant by doing as many background checks as the privacy acts allow, including getting full references.
-