

Tenant Ingoing Form

Tenant(s) Name:

Property Address:

Tenant Application Approval

Property Manager Approval:

Landlord Approval Date:

Application Saved To fileSMART

My Connect

Tenant In REST

Tenant(s) Entered In REST

First Week Payment Collected

Second Week Payment Collected

Landlord Fees

Lease Fee

Letting Fee

Advertising Fee

Residential Bond

Online Invitation Sent

Bond Paid And Finalised

Residential Tenancy Agreement

Lease Sent (DocSign)

Final Version Signed

Landlord's Declaration

Lease Shared To Landlord

Saved To fileSMART

Keys

Tenant(s) Keys Distributed

Ingoing Keys Scanned

Office Set Filed

Ingoing Report Completion Dates

Ingoing Report Completion:

Ingoing Report Sent To Tenant(s):

Ingoing Report Sent To Landlord:

Payment Gateway

Payment Gateway Form Sent

Payment Gateway Entered

Scanned To fileSMART