|  |  |  |
| --- | --- | --- |
| **Tenant Reference Checklist** | | logo Property Hard file black.png |
|  |  |
| Tenant name |  |
|  |  |
| Agency |  |
|  |  |
| Property Address |  |

|  |  |
| --- | --- |
| PREVIOUS TENANCY DETAILS | |
|  | |
| Was the applicant listed as a tenant and took part of the signing of the tenancy agreement? | **Yes****No** |
|  | |
| Were there any complaints from the neighbours? | **YesNo** |
|  | |
| Did the tenant make excessive maintenance requests? | **YesNo** |
|  | |
| Was the tenant easy to deal with and co-operative? | **YesNo** |
|  | |
| Were there any concerns during these inspections we should be aware of? | **YesNo** |
|  | |
| Were there any pets kept on the premises | **YesNo** |
|  | |
| If vacated, did the tenant leave the interior of the property clean and tidy? | **YesNo** |
|  | |
| If vacated, did the tenant leave the exterior of the property clean and tidy? | **YesNo** |
|  | |

|  |  |
| --- | --- |
| TENANCY RENT AND BOND | |
|  | |
| During the tenancy was the tenant ever in arrears? | **YesNo** |
|  | |
| Was the bond refunded in full?  If no. deductions were for **RentDamages Cleaning Other Deductions** | **YesNo** |
|  | |
| Amount of rent paid? |  |
|  | |

|  |  |
| --- | --- |
| NOTES AND FURTHER DETAILS | |
|  | |
| Would you rent a property to this tenant again? | **YesNo** |
|  | |
| How would you rate this tenant from 1-10? |  |
|  | |

|  |  |
| --- | --- |
| PROPERTY MANAGER DETAILS | |
|  | |
| Property Manager Name: |  |
|  | |
| Date: |  |
|  | |
| Please save your document and send to [dian@sunlandproperty.com.au](mailto:dian@sunlandproperty.com.au).  **PLEASE ATTACH THE TENANT LEDGER** | |