

DUE DILIGENCE & HANDOVER CHECKLIST

PROPERTY ADDRESS:

ITEM	Y/N	NOTES
PAMDA Form 20a or POA Form 6		
Tenancy Agreement		
Copy of Original Application Form incl. ID		
Bond Lodgement Form		
Entry Condition Report		
Routine Inspection Reports		
Maintenance Records		
Owner Ledger		
Tenant Ledger		
Notices to Remedy Breach		
Notices to Leave		
Copies of Any Tribunal Paperwork		
Pool Safety Certificate		
Smoke Alarm Compliance Certificate		
Water Efficiency Certificate		
Copies of Tenant Water Invoices		
Body Corporate By-Laws		
Certificate of Currency		
Copy of Keys and Remotes		
Alarm Codes		
Office Keys		