

# Rent Arrears Checklist

Property:

Tenant(s):

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Task	Completed
<b>11 days in arrears</b>	
<ul style="list-style-type: none"> <li>Advise landlord why rent has not been paid and confirm tenant's intentions regarding arrears using letters LL6, LL64, or LL8</li> <li>Self addressed envelope is provided to the landlord</li> <li>Update computer diary</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>15 days in arrears</b>	
<ul style="list-style-type: none"> <li>Confirm landlord's instructions regarding arrears</li> <li>Prepare letter LT3 to accompany Termination Notice</li> <li>Prepare Termination Notice</li> <li>Advise landlord using letter LL7</li> <li>Update computer diary, contact landlord regularly with updates</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>20 days in arrears</b>	
<ul style="list-style-type: none"> <li>Confirm tenant's vacating plans</li> <li>If tenant has vacated, refer Vacating Tenant Procedure</li> <li>Update computer diary</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>29 days in arrears</b>	
<ul style="list-style-type: none"> <li>Advise landlord &amp; tenant of upcoming Tribunal Application using letters LT49 and LL65</li> <li>Update computer diary</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>33 days in arrears</b>	
<ul style="list-style-type: none"> <li>Tribunal Application Form completed unless Landlord instructs to the contrary. Prepare Form35 and Form26</li> <li>If tenant has vacated, refer Vacating Tenant Procedure</li> <li>Update computer diary</li> <li>Notify the landlord using letter LL13</li> <li>Update computer diary</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Task	Completed
<b>Attend Tribunal</b>	
<ul style="list-style-type: none"> <li>• Prepare for Tribunal using Tribunal Hearing Checklist</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Attend Tribunal - Hearing date _____/_____/_____</li> </ul>	<input type="checkbox"/>
<b>Receive notification from Tribunal</b>	
<ul style="list-style-type: none"> <li>• Prepare letter LL14 or LL16 (whichever most appropriate) and send to the landlord</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm tenant's vacating plans</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Update computer diary</li> </ul>	<input type="checkbox"/>
<b>The Possession Order and Warrant of Possession</b>	
<ul style="list-style-type: none"> <li>• If Tenant has not vacated in accordance with Tribunal Order, application is made for a Warrant of Possession</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contact tenant to advise of Warrant being issued</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Update computer diary</li> </ul>	<input type="checkbox"/>
<b>Executing the Warrant of Possession</b>	
<ul style="list-style-type: none"> <li>• When Warrant received from Tribunal, cheque for Warrant execution fee obtained from Accounts Manager</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Take Warrant and cheque to the Sheriff's office and makes arrangements for execution of Warrant by Sheriff</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Eviction date _____/_____/_____</li> </ul>	
<ul style="list-style-type: none"> <li>• Update computer diary</li> </ul>	<input type="checkbox"/>
<b>The Eviction</b>	
<ul style="list-style-type: none"> <li>• Arrange locksmith</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Possession of the property is taken: Tenant present <input type="checkbox"/>      Tenant absent <input type="checkbox"/></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Change the locks on all external doors and windows</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If tenant absent, Taking Possession Notice affixed to front door</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Advise landlord of situation and obtain further instructions</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Update computer diary</li> </ul>	<input type="checkbox"/>

Property Manager's signature \_\_\_\_\_