



Software Migration Check List

1. Tenant names & email address
2. Rent Amount
3. Commercial rent amount - GST
4. Paid to Dates
5. Landlord names & email addresses
6. Landlord Bank details
7. Supplier names, ABN (check ABR), bank details & email addresses
8. Agency Fees (don't forget GST)
9. Property Manager
10. Staff Access (limit those who don't need to touch financials)
11. Test what can be seen in Landlord Portal
12. Test what can be seen in Tenant Portal
13. Reminders & tasks for rent reviews, smoke alarm compliance etc
14. Add Management Agreements
15. Add Leases

Items checked in software

Checked by

Date