DOMICO / PRINTABLE BUYER WORKSHEET

Buying a Tenanted Property: Possession and Rent Checks

Buying the ownership does not automatically make the rooms vacant.

Property / unit: _____ Visit / review date: _____

Choose the purchase outcome

[ ]	**Investment** - Verify continued tenancy terms	Evidence / next step: _____
[ ]	**Own use** - Establish the lawful vacancy route	Evidence / next step: _____
[ ]	**Payment** - Link release to agreed conditions	Evidence / next step: _____
[ ]	**Handover** - Record the outcome in writing	Evidence / next step: _____

Settle the deposit

[ ]	**Identify** - Obtain the original deposit record	Evidence / next step: _____
[ ]	**Reconcile** - Check adjustments and separate advances	Evidence / next step: _____
[ ]	**Transfer** - Move funds or adjust consideration	Evidence / next step: _____
[ ]	**Acknowledge** - Record the continuing refund obligation	Evidence / next step: _____

Landlord transition checklist

[ ]	**Rent** - Agree the completion-date cut-off	Evidence / next step: _____
[ ]	**Repairs** - Allocate existing commitments	Evidence / next step: _____
[ ]	**Records** - Keep inventory and meter readings	Evidence / next step: _____
[ ]	**Notice** - Provide verified payment instructions	Evidence / next step: _____

Open questions / professional follow-up: _____

Read with the full Domico guide. This worksheet records checks; it is not a title, safety, loan or tax clearance. Verify applicable requirements for the exact property and transaction.