

Date:

Name:

Address:

Dear

Re: .....(Property Address)

I am writing to advise you of my decision to transfer the management of the above property from your agency to **Your Address Real Estate, Plains Junction Shopping Centre, Browns Plains.**

A Representative from Your Address Real Estate will be in contact with you to arrange a time to pick up the following:

1. Form 5 Change of Lessors or Lessor'Agent
2. Copy of General Tenancy Agreement
3. Copy of Application form for each Tenant and Approved Applicant
4. Copy of last Routine Inspection
5. Copy of Entry Condition Report with inventories, if applicable
6. Copy of Tenants Ledger, contact numbers & email address
7. Copy of RTA notices or pending Tribunal documents relating to the current tenancy
8. All warranty cards and information relating to the constructions of the property
9. Copy of Bond Lodgement Forms and confirmation receipt from the RTA
10. Copy of Financial Year Statement to date
11. Copy of Insurance policies held in the Lessors name

I understand that I am required to give you ..... day's notice of the termination of your management agency agreement, therefore I ask that you make the file available for collection by my new agent's representative on ...../...../..... and to cooperate with them in every way possible.

If there is any problems you have in providing my new agent with the file on this date please contact them on 07 3802 7444

Yours sincerely,

Name:\_\_\_\_\_

Sign:\_\_\_\_\_