

Date: _____

Att: Senior Property Manager

Current Agent: _____

Agent Address: _____

To whom it may concern,

RE: Termination of the Management Agreement

Re: _____ (Property Address):

I, (Client Name) _____, hereby notify you of my intentions to termination

the managing agency agreement between your company, _____, and

myself effective today.

New Stage Property will be in touch with you in the next few days to organise to transfer all appropriate keys and documentation for my property.

Could you please prepare the following for collection at the time of handover;

- Current residential tenancy agreement (Form 18a)
- Tenants application form
- Bond lodgement form (Form 2)
- Change of Property Manager/Owner (Form 5)
- Complete tenant ledger
- Current rental payment status report
- Previous inspection report (and any relevant photos)
- All keys held for the properties
- The entry condition report and ingoing photos
- Compliance certificate for the smoke alarm/s
- Plumber report of the water efficiency of the property (if the tenants are being charged water usage)
- Any other relevant documentation

I understand that I may be required to provide a period of notice in regard to the cancellation of the agreement with your Agency and will wait for further advice on what date New Stage Property may collect the keys and documentation.

Your assistance with this matter is greatly appreciated. Should you have any questions in regard to this request please don't hesitate to contact me or Amanda King from New Stage Property on 0412 626 195.

Sincerely

Clients Name: _____