

TRANSFER OF PROPERTY MANAGEMENT		
CURRENT AGENCY DETAILS	Name	
	Address	
	Phone	
	Mobile	
	Email	
PROPERTY DETAILS	Property 1	
	Property 2	
	Property 3	
TRANSFER OF MANAGEMENT ADVICE	This letter is advice of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement and your discussions with the owner. Real Property Management Australia is the Agency appointed as Managing Agent.	
HANDOVER FEE	Notice period	
	Notice issued to current supplier	
	Agreed handover date	
ITEMS TO BE HANDED OVER TO REAL PROPERTY MANAGEMENT AUSTRALIA DATE:	Copy of all keys and access items	
	Copy of tenancy agreement	
	Copy of tenants application forms	
	Copy of bond receipt confirmation	
	Copy of entry condition report	
	Copy of tenant ledger and tenant contact details	
	Copy of notices and / or any pending tribunal documents relating to the current tenancy	
	Copy of Body Corporate By - Laws, warranty documents and appliances instructions	
	Copy of financial year statement to date	
	Information relating to any outstanding maintenance issues	
OWNER	Name	
	Signature:	Date:
	Name	
	Signature:	Date:

