

[DATE]

[Name of Current Agency]

ATT: [Property Manager's name]

[Postal Address 1]

Dear [Property Manager's Name / Managing Company],

**RE: [INVESTMENT PROPERTY ADDRESS]**

Please accept this letter as my [enter in your notice period as per your managing agency agreement] to transfer the management of the above mentioned property to Assured Rent Real Estate.

Please ensure that all the relevant documentation noted on the attached check-list is transferred to Assured Rent Real Estate.

Assured Rent Real Estate will be in contact with you to ensure all documentation is transferred no later than the above notice period.

Thank you for your assistance in the management of my property to date.

Kind Regards,

[Your Name(s)]

### Transfer of Management Checklist

Please transfer the following items as indicated below:	
	Tenancy Application (for every tenant at the property and the successful tenant)
	Keys Remotes and Alarm Codes, and photographs.
	Lease Agreement
	Bond Receipt Confirmation and original bond form
	Change of managing agent bond form
	Entry Property Condition Report (including inventories, photos, videos and any other information if applicable)
	Tenant Ledger as at handover date (including tenant contact numbers and email addresses)
	Any pending Tribunal documentation and information relating to the current tenancy
	Body Corporate By-Laws
	Any insurance policies held in the lessors name
	Details of any outstanding repairs, maintenance issues and any work order forms
	Outstanding water usage invoices.

The above items need to be handed over to Assured Rent Real Estate by the        /        /  
by 10:00am

#### Property Lessor(s)

Name(s):

Signature(s):

Date:        /        /