

Terminate Management Advice

Property Address

Address 1:

Address 2:

Address 3:

Termination Of Management Advice

I wish to terminate my management agreement with your agency, as per the required notice period of 30 days.

New Agent

I have appointed First National Real Estate Surat Basin Chinchilla as my new managing agent and request that you hand over the following items to their representative as indicated below

Items to Be Handed Over To Agency On / / At 9:00am

- Copy of Commercial Lease or Tenancy Agreement
- Copy of Entry Condition Reports with inventories, if applicable.
- Copy of Tenant's Ledger, Tenant contact numbers and email address/es
- Copy of last compliance servicing invoice of air conditioning, ect.
- Copy of Financial Year Statement to date
- Details of outstanding repairs/maintenance issues
- Copy of last Routine Inspection Report
- Copy of any Tenants Business and Public Liability Insurance policies
- Copy of current and last month's Owner ledger
- Keys and other access items
- Copy of any pending Tribunal documents relating to the current Tenancy

LESSOR NAME:

SIGNATURE:

DATE:

LESSOR NAME:

SIGNATURE:

DATE: