

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 Tenancy Agreement
- ✓ Copy of Application Form for each Tenant and Approved Tenant
- ✓ Copy of Bond Lodgement Forms
- ✓ Copy of RTA Bond Receipt Confirmation
- ✓ Signed Change of Agent Form – RTA Form 5
- ✓ Copy of Entry Condition Reports with inventories, if applicable.
- ✓ Copy of Tenant’s Ledger, Tenant contact numbers and email address/es
- ✓ Copy of any RTA Notices or pending Tribunal documents relating to the current Tenancy
- ✓ Copy of Body Corporate By-Laws, warranty documents and appliance instructions
- ✓ Copy of Financial Year Statement to date
- ✓ Details of outstanding repairs/maintenance issues
- ✓ Copy of last Routine Inspection Report
- ✓ Copy of any Insurance policies held in the Lessors name
- ✓ Copy of current and last month’s Owner ledger
- ✓ Keys and other access items
- ✓ Any other relevant document or instructions from the Lessor as required for the management of the property, such as Gas Compliance Certificates and Pool Compliance Certificates.

LESSOR NAME

Signature

Date

LESSOR NAME

Signature

Date