TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:		
	Address:		
	Ph:	Fax:	Mbl:
	Email:		
PROPERTY	Address 1:		
	Address 2:		
	Address 3:		
TRANSFER OF MANAGEMENT ADVICE	This letter advises the Termination of the Management Agreement for the above property/properties and provides the required notice as per the Management Agreement. Property Minders Asset Management is the Agency appointed to manage these properties in future. Please hand over the following items to the Agency representative, as indicated below.		
ITEMS TO BE HANDED OVER TO AGENCY ON **/ /** **AT 9.00AM**	☐ All keys and remotes.		
	☐ Current General Tenancy Agreement		
	☐ Tenant's contact details and Ledger		
	☐ Bond Lodgement Form		
	☐ Entry Condition Report and Key Signout Sheet		
	☐ Application form for each Tenant and approved occupant		
	☐ RTA Form 5 – Change of Agent Form (signed)		
	☐ Copy of any ByLaws, warranty documents and instructions		
	☐ Copy of the last Routine Inspection Report		
	☐ Current Certificate of Compliance for Smoke Alarms		
	☐ Details of outstanding repairs/maintenance issues		
LANDLORD	Name		
	Signature	Date / /	
	Name		
	Signature	Date / /	

For further assistance, contact **Property Minders Asset Management** – askus@propertyminders.com.au
PO Box 96 Red Hill Qld 4059 www.propertyminders.com.au +61 7 3368 1654