

TRANSFER OF PROPERTY MANAGEMENT		
AGENCY DETAILS	Name	
	Address	
	Phone	
	Mobile	
	Email	
PROPERTY DETAILS	Property 1	
	Property 2	
	Property 3	
TRANSFER OF MANAGEMENT ADVICE	<p>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.</p> <p>Real Property Management Australia is the Agency appointed as Managing Agent.</p>	
HANDOVER FEE	Notice period	
	Management Fee	
	Weekly rent	
	Total	Weekly Rent x Management fee x weeks =
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:

For further information please contact Michael Becker at Real Property Management Australia.

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