Monday, 28 October 2013

Your Name

Your Address

Dear Name of Current Managing Agency

**RE: Property Investment Property Address**

In accordance with the terms of our management agreement, please be advised that I wish to terminate the agreement. Please be advised that this is the required written notice. Please confirm the terms of the management agreement in relation to time frames for required notice. I prefer that the transfer of agency occur as soon as possible.

I request that the following agency; Madeleine Hicks Real Estate be provided with the following information on my behalf. Madeleine Hicks Real Estate will be in contact in relation to the date and time to collect required paperwork on my behalf.

Please ensure the complete file relating to my property is copied for transfer to the new managing agent. The files which are to be included for transfer include the following:

* Existing Tenancy application form and processing checklist
* RTA Form 5 – change of lessor/lessor agent bond form
* Copy of existing tenancy agreement (and any previous tenancy agreements with existing tenant if applicable)
* Copy of RTA Form 1a – entry condition report for existing tenant and any previous
* Copies of all periodic inspection reports, maintenance, quotes and tenant requests
* Tenant ledger and paid to date upon handover
* All other files relevant to my property and the existing tenancy.

Thank you.

Yours sincerely

Your Name

Your contact details