

CHANGE OF MANAGING AGENT

Date
Managing Agent
Managing Agency
Address
Email
Phone

Dear

_____ (Rental Property Address)

We have recently been appointed as Managing Agent for the above mentioned property owned by _____ (landlord's name).

I would like to make an appointment to collect all relevant files and documentation from your office on _____ (date) and would appreciate it if you could provide the following items on handover with regards to the property and tenant/s.

1. Original Signed Residential Tenancy Agreement
2. In-going Condition Report
3. Key receipt documentation signed by tenant/s
4. All keys to the property held by you
5. Current Tenancy Ledger printed on transfer day
6. Rent paid to date
7. Signed Bond Transfer form
8. Signed Change of Managing Agent form
9. A copy of letter to notify tenant with regards to change of management agency:
10. Tenant file and contact details including tenancy application form
11. Owner's ledger
12. A copy of any routine inspection reports
13. All Rental Increase Letter(s), if applicable
14. Details of Strata Management
15. A copy of documentation relating to Council, Water and Strata fees;
16. A copy of Landlords Insurance.
17. Any other documentation relating to the property, tenant or landlord

We appreciate your cooperation and look forward to a smooth transfer of the above items. Please do not hesitate to contact me if you have any further queries.

Regards,

_____ (property manager)

Property Manager
Asset Advantage Management