Date

Name of Agency
Property Manager’s Name
Address

Dear Property Manager’s Name

**RE: Investment Property Address**

Please accept this letter as my 28 days notice to transfer the management of the above mentioned property to Elaine Stack Real Estate.

Please ensure that all the relevant documentation noted on the attached checklist is transferred to:

Elaine Stack Real Estate
PO Box 3338

Putney NSW 2112
Telephone - 0414433953

Email: elaine@elainestackrealestate.com.au

Elaine Stack Real Estate will be in contact with you to ensure all documentation is transferred no later than the 28 day notice period.

Thank you for your assistance in the management of my property to date.

Kind Regards,

Your Name

**When sending your email please CC: Elaine Stack Real Estate via the following email address** elaine@elainestackrealestate.com.au

**Transfer of Management Checklist**

**Please transfer the folliwng items as indicated below -**

|  |  |
| --- | --- |
|  | Tenancy Application (for every tenant at the property and the successful tenant)  |
|  | Keys x 3, Remotes, Alarm Codes |
|  | Lease Agreement  |
|  | Bond Receipt Confirmation  |
|  | Bond Transfer Form  |
|  | Entry Property Condition Report (including inventories, photos, videos and any other information if applicable)  |
|  | Tenant Ledger as at handover date (including tenant contact numbers and email addresses)  |
|  | Any pending Tribunal documentation and information relating to the current tenancy  |
|  | Body Corporate By-Laws, warranty documents and appliance instructions  |
|  | Marketing photos and any floorplans used within the previous campaign  |
|  | Details of any outstanding repairs, maintenance issues and any work order forms |
|  | Copy of the last Routine Inspection Report  |
|  | Any insurance policies held in the lessors name  |
|  | Any critical REST Notes. |

The above items need to be handed over to Elaine Stack Real Estate by the / /
by 9:00am.

**Property Lessor(s)**

Name(s):

Signature(s):

Date: / /