

TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:	
	Address:	
	Phone:	Fax:
	Email:	
PROPERTY DETAILS	Address 1:	
	Address 2:	
	Address 3:	
	Address 4:	
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is to advise of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement/s.</p> <p>My Property Link has now been appointed as Managing Agents.</p> <p>Please hand over the following items to the Agency representative as indicated below.</p>	
ITEMS TO BE HANDED OVER TO MY PROPERTY LINK	<p>ON / /</p> <p>AT 9.00AM</p>	
LANDLORD/S	<ul style="list-style-type: none"> <input type="checkbox"/> Original copy of current lease agreement. <input type="checkbox"/> Original copy of tenants application form. <input type="checkbox"/> Original copy of bond lodgement form. <input type="checkbox"/> Bond Variation form signed by former agent. <input type="checkbox"/> Keys to the property. <input type="checkbox"/> Photocopy of keys and security devices held by the tenant. <input type="checkbox"/> Alarm codes. <input type="checkbox"/> Property Condition Report and Inventory if applicable. <input type="checkbox"/> Photos of the property from the Property Condition Report. <input type="checkbox"/> Copies of inspection reports and photographs taken during the course of tenancy. <input type="checkbox"/> Copy of tenant ledger card showing rent payments and 'paid to' date, contact numbers and email address/es. <input type="checkbox"/> Copies of any current breach or termination notice served on the tenant. <input type="checkbox"/> Copies of any outstanding accounts due for payment by owner or tenant. <input type="checkbox"/> Copy of body corporate by-laws. <input type="checkbox"/> Copy of certificate of installation of RCD's & hard wired smoke detectors. <input type="checkbox"/> Instruction booklets and warranties for fixtures, fittings and chattels in the property. <input type="checkbox"/> Copies of certificates of insurance and insurance policies. <input type="checkbox"/> List of any outstanding maintenance. <input type="checkbox"/> List of ongoing maintenance and or service arrangements (such as pool cleaning, lawn mowing, garden bags, insurance) and contact details for these service providers so that they may be advised. 	
LANDLORD/S	Name:	
	Signature	Date:
	Name:	
	Signature	Date:
	Name:	
	Signature	Date:
	Name:	
Signature	Date:	

For further information please contact **My Property Link**
 PO Box 330
 BEECHBORO WA 6063
 Ph: 08 9378 7557 Mob: 0437 511 681