

## TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:		
	Address:		
	Ph:	Fax:	Mobile:
	Email:		
PROPERTY	Address:		
	Suburb:		
	Post Code:		
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above property &amp; instructions to hand over all relevant keys and documents as requested below.</p> <p><b>Natgroup Real Estate</b> is the Agency appointed as Managing Agent.</p> <p>I/we authorise you to email ALL documents to Natgroup &amp; post keys, remotes, etc via secure post at our cost. Or hand over the following items to the Agency representative:</p> <p>Nicole Thomson _____</p>		
	<p>ITEMS TO BE HANDED OVER TO NATGROUP ON</p> <p>30 days from date signed</p> <p>AT 9:00AM</p>	Current Agent to Complete	<input type="checkbox"/> Copy of all keys and access items
<input type="checkbox"/> Copy of General Tenancy Agreement			
<input type="checkbox"/> Copy of Application Form for each Tenant & approved Tenant			
<input type="checkbox"/> Change of Agent Form - RTA Form 5 (Bond number <b>MUST</b> be on it)			
<input type="checkbox"/> Copy of Entry Condition Report (with inventories, if applicable)			
<input type="checkbox"/> Copy of Tenant Ledger, Tenant contact numbers & email address			
<input type="checkbox"/> Copy of any RTA notices or pending Tribunal documents relating to the current Tenancy			
<input type="checkbox"/> Copy of Body Corporate By-Laws, warranty documents & appliance instructions			
<input type="checkbox"/> Details of outstanding repairs/maintenance issues			
<input type="checkbox"/> Copy of last Routine Inspection Report or date last Routine was completed			
<input type="checkbox"/> Smoke Alarm Compliancy - supplier details & date last completed			
<input type="checkbox"/> Water Compliancy Certificate			
LANDLORD	Name:		
	Address:		
	Signature:		Date: