

TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:		
	Address:		
	Phone:	Fax:	Mobile:
	Email:		
PROPERTY	Address 1:		
	Address 2:		
	Address 3:		
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement.</p> <p>Salt Property Group is the Agency appointed as Managing Agent.</p> <p>Please hand over the following items to the Agency representative, as indicated below</p>		
ITEMS TO BE HANDED OVER TO AGENCY ON / / At 9:00AM	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 and Approved Tenant <input type="checkbox"/> Copy of RTA Bond Receipt Confirmation <input type="checkbox"/> Change of Agent Form – RTA Form 5 (Bond Number must be on it) <input type="checkbox"/> Copy of Entry Condition Reports with inventories, if applicable <input type="checkbox"/> Copy of Tenant's Ledger, Tenant contact numbers and email address/es <input type="checkbox"/> Copy of any RTA notices or pending Tribunal documents relating to the currency tenancy <input type="checkbox"/> Copy of Body Corporate By-Laws, warranty documents and appliances instructions <input type="checkbox"/> Copy of Financial Year Statement to date <input type="checkbox"/> Details of outstanding repairs/maintenance issues <input type="checkbox"/> Copy of last Routine Inspection Report <input type="checkbox"/> Copy of any Insurance policies held in the Lessors name	
LANDLORD	Name		
	Signature	Date / /	
	Name		
	Signature	Date / /	

For further information please contact Salt Property Group

Salt Property Group
 770 Canning Highway
 Applecross WA 6153

