



Date .....

Agents Name: .....

Agents Address: .....

Dear .....

**TERMINATION OF MANAGEMENT AGREEMENT FOR**

**Address:** .....

This letter is to terminate the Management Agreement and begins the required notice period as stipulated in our agreement for the above property with your agency.

A representative from Property Care Rental and Sales will be in contact to organize a suitable time to collect the following documentation.

- Current General Tenancy Agreement
- Any Keys and remote controls for the Property
- Application Form(s) for all tenants
- Tenant Ledger and contact details
- Bond Lodgement Form and Bond Lodgement Receipt
- Entry Condition Report and copy of Last Routine Inspection
- Signed Form 5 (Change of Lessor /Lessors Agent)
- Copy of any RTA notices or pending Tribunal documents relating to the current tenancy
- Copy of Insurance policy held in the Lessors name
- Any Warranties Relating to the Property and any current Maintenance Issues
- Copy of Smoke Alarm/ plumbing- water/ Pool safety Certificates
- Any Body Corporate information

We hereby give authority for a member of staff from Property Care Rental and Sales to collect the above documents.

Thank you  
Yours Sincerely,