



PROPERTYCARE
Rental and Sales

Date

Agents Name:

Agents Address:

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TERMINATION OF MANAGEMENT AGREEMENT FOR

Address:

This letter is to inform you that we wish to terminate the Management Agreement for the above property with your agency. Please accept this letter as my 30 days notice.

We hereby give authority for a representative from Property Care Rental and Sales 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

Property Care Rental and Sales will be in contact to organize a suitable time to collect all documentation.

Thank you

Yours Sincerely,

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