[Date]

[Name of Current Agent]

[Address]

Dear Sir/Madam

RE: [INVESTMENT PROPERTY ADDRESS]

Please be advised that we wish to end the management of the abovementioned property with your Agency. Please accept 28 days notice to transfer the management to Chalk Property.

We require the following documentation to be prepared and released to Chalk Property:

* Tenants Application Form
* Current Tenancy Agreement
* Property Condition Report with Inventory (if applicable)
* Most Recent Routine Inspection Report
* Keys, Remotes and Access Items
* Alarm Code (if applicable)
* Tenants Full Transaction History
* Tenants Rental Status with Current Paid to Date
* Tenants current Contact Details
* Bond Receipt Confirmation
* Bond Variation Form
* Current Landlord Protection Insurance Certificate
* Strata By-Laws (if applicable)
* Warranty Documents and Appliance Manuals
* Most Recent Photos of Property
* Outstanding Creditor Accounts
* Outstanding Maintenance Work Orders/Quotes
* Outstanding Tenant Invoices
* Any Termination/Breach Notices Relating to the Current Tenancy
* Any Critical Notes on the Property/Tenancy

Chalk Property will be co-ordinating the change of Agency and will be in contact with you to arrange the collection of the above items.

Thank you for your past assistance.

Name/s of Owners:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_