

TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:		
	Address:		
	Phone:	Fax:	Mobile:
	Email:		
PROPERTY	Address 1:		
	Address 2:		
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above Properties and provides the required notice as per the Management Agreement.</p> <p>Guardian Property Consultants Pty Ltd 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:	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 the last BCC Rates, Urban Utilities, Body Corporate, if paid by Agent	
		<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 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 Smoke Alarm Servicing Details and Compliance	
		<input type="checkbox"/> Copy of any Insurance policies held in the Lessors name.	
	<input type="checkbox"/> Copy of Owner's Ledger/s		
LANDLORD	Name		Date
	Signature		

For further information please contact Guardian Property Consultants Pty Ltd

Phone: 1300 114 522 Email: residential@guardiangroup.au