

DATE: _____

ATT: _____

EMAIL: _____

FAX: _____

Dear _____,

Investment Property address – _____

This letter will serve to confirm termination of the Management Authority held by your agency in relation to the above investment property.

Effective date of termination will be 30 days from the date of this letter, which will be _____, in accordance with the terms and conditions of the authority.

I/we would be pleased if you would arrange for copies of the following documents to be available for collection on the termination date by Dream Newcastle who will be managing the property from that date.

- Copy of current tenancy agreement
- Copy of Entry Condition Report
- Copy of Tenancy Application form
- Transfer of Bond form
- Copy of tenant ledger showing paid to date
- Security keys held by your agency
- Remote controls held by your agency (if applicable)
- Any other relevant documentation

I/we would be pleased if you would advise the tenant/s of the transfer of management and the effective date. Thank you for your past services.

Yours faithfully,

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