

TRANSFER OF PROPERTY MANAGEMENT

AGENCY DETAILS	Name:		
	Address:		
	Phone:	Fax:	Mobile:
	Email:		
PROPERTY	Address 1:		
	Address 2:		
	Address 3:		
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement.</p> <p>Rental Express 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 / / AT 9:00AM	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 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 any Insurance policies held in the Lessors name.	
LANDLORD	Name		
	Signature	Date / /	
	Name		
	Signature	Date / /	

For further information please contact **Rental Express**

BRISBANE CENTRAL OFFICE

1/228 Newmarket Road
 Wilston QLD 4051
 PO Box 3391
 Newmarket QLD 4051

BRISBANE OUTER NORTH OFFICE

Shop 4/1455 Anzac Avenue
 Kallangur QLD 4503
 PO Box 92
 Kallangur QLD 4503

GOLD COAST OFFICE

Shop 1/117 Scarborough Street
 Southport QLD 4215
 PO Box 1247
 Southport BC QLD 4215