**Management Agreement Termination**

[Edit items in brackets]

[Your Name]

[Your address]

[Real Estate Agency/Property Management Company]

[Address]

[Email address]

[Phone number]

**RE: [Your investment Property Address/s]**

This is to advise that we are giving our official notice to terminate our management agreement with [name of company]. This letter begins the required notice period as stipulated in our agreement. A representative of Specialist Property Managers will be in touch with you shortly to arrange pick-up of the following documentation and items.

• Current General Tenancy Agreement

• Application Form(s) for all tenants

• Bond Lodgement Form

• Bond Lodgement Receipt

• Entry Condition Report

• Any photos kept electronically

• Current Contact Details for the Tenants (If different from lease)

• Tenant Ledger

• Signed Form 5 (Change of Lessor/Lessors Agent)

• Any Keys or remote controls for the Property

• Any Body Corporate By-Laws

 • Any Warranties Relating to the Property

• Smoke Detector Servicing Agreement (if applicable)

• Report or date of last Smoke Alarm Service

• Pool Compliance Certificate

• Any other parts forming the complete file

 I/We hereby give authority for a representative of Specialist Property Management, to collect the above items.

Landlord/Owners signature …………………………………………………………………………………………………

Landlord/Owners signature …………………………………………………………………………………………………

Date ………./………./……….