

TRANSFER OF MANAGEMENT NOTICE/REQUEST

AGENCY

PROPERTY

This letter gives formal advice of the termination of the Management Agreement for the above Property/ies.

Asian Pacific Forest Lake Pty Ltd T/A @ap-realty is the agency which has been appointed as the new Managing Agent.

Arrange for handover of the following items, listed below, to Asian Pacific Forest Lake Pty Ltd T/A @ap-realty

ITEMS TO BE HANDED OVER ON NO LATER THAN 1:00PM

Current Agent to complete/have ready for Handover;

- Change of Agent Form SIGNED – RTA Form 5 (Bond number must be included).
- Tenant informed of Change of Agents.
- All keys, remotes and security codes.
- Copy of General Tenancy Agreement.
- Copy of Application Forms for each of the approved tenant.
- Copy of RTA Bond Receipt confirmation.
- Copy of Entry Condition Reports with inventories, and photos if applicable.
- Copy of Tenant Ledger & Tenant File with contact numbers and email addresses.
- Copy of any RTA notices or pending Tribunal documents relating to the current tenancy.
- Copy of Body Corporate By-Laws, warranty documents and appliances instructions (if applicable).
- Copy of Financial Year Statement to date for Lessor.
- Details of outstanding repairs/maintenance issues.
- Copy of any Insurance policies held in the Lessors name.
- Copy of smoke alarm and if applicable pool Compliance Certificates / invoice / contract.
- Copy of plumbing / water-wise Certificate.
- Copy of Title Search.

Important: (On collection of the Management Pack)

If the tenant has paid rent past hand over date, please have a cheque / payment ready for @ap-realty.

OWNER/S SIGNATURE

Name	Signature	Date

PLEASE RETURN TO:

Email: carolyn@ap-realty.com.au

Phone: 3372 0400

Fax: 3372 0444