Date

Email:

Attention:

Dear

**RE:**

I am writing to advise you of my decision to transfer the management of the above property from your agency to Focus Property Management – 1348 North East Road Tea Tree Gully SA 5091.

I wish to transfer the management of the my property effective and I ask that you have documentation ready for collection by Suzanne Howe - Focus Property Management on this date.

I understand she will collect the following from you

- copy of tenancy agreement

- copy of the lease renewal

- copy of ingoing inspection sheets

- copy of tenants rental history

- contact details for the tenant

- original bond lodgement form

- transfer of bond form signed by you

- keys

- domestic appliances manuals held

- ledger with water paid

Thankyou.

Yours faithfully