

Transfer to Real Gold Real Estate Management



Agency Details	Name:		
	Address:		
	Suburb:	State:	Postcode:
	Phone:	Fax:	Mobile:
	Email:		
Property Details	Address 1:		
	Address 2:		
	Address 3:		
Transfer of Management	<p>This letter is to advice of the termination of the Management Agreement for the above Property/Properties and have appointed Real Gold Real Estate Management Ltd as Managing Agent to now manage the above Property/Properties on my/our behalf.</p>		
Items To Be Handed Over By: / / At 10:00AM	<p>Please hand over the following items to the Managing Agent.</p> <ul style="list-style-type: none"> • All keys and access items. • Copy of Tenancy Agreements. • Copy of Application Form for each Tenant and Approved Tenant. • Copy of MBIE Bond Receipt Confirmation. • All Rental Records relating to these tenancies. • Any Rent Arrears, Notices and any Tribunal Hearings/Mediations and the Results from any Mediation or Hearing. • Change of Landlord/Agent forms signed. • Copy of Condition Reports prepared for the commencement of the tenancy. • Contact details of Tenant including numbers and email address(es). • Details of outstanding Repairs/Maintenance issues of above Property(ies). • Copy of last Routine Inspection Report. • Copy of any Insurance policies held in the Landlord's name. • Any regular Creditors who may attend to the property(ies) such as lawn mowing or garden contractors or cleaners. • All other relevant documentation. 		
<p>Thank you for your services to date and I trust that you will cooperate in every way possible to ensure a smooth transition.</p> <p>Yours sincerely,</p>			
Landlord Details	Name:		
	Signature:	Date:	/ /
	Name:		
	Signature:	Date:	/ /