

# Terminate Management Advice

---

## Property Address

Address 1: .....

Address 2: .....

Address 3: .....

---

## Termination Of Management Advice

I wish to terminate my management agreement with your agency, as per the required notice period of 30 days.

## New Agent

I have appointed First National Real Estate Surat Basin Chinchilla as my new managing agent and request that you hand over the following items to their representative as indicated below

**Items to Be Handed Over To Agency On    /    /    At 9:00am**

- Copy of Tenancy Agreement
- Copy of Application Form for each Tenant and Approved Tenant
- Copy of Bond Lodgement Forms
- Copy of RTA Bond Receipt Confirmation
- Signed Change of Agent Form – RTA Form 5
- Copy of Entry Condition Reports with inventories, if applicable.
- Copy of Tenant's Ledger, Tenant contact numbers and email address/es
- Copy of any RTA Notices or pending Tribunal documents relating to the current Tenancy
- Copy of Body Corporate By-Laws, warranty documents and appliance instructions
- Copy of Financial Year Statement to date
- Details of outstanding repairs/maintenance issues
- Copy of last Routine Inspection Report
- Copy of any Insurance policies held in the Lessors name
- Copy of current and last month's Owner ledger
- Keys and other access items
- Last rental increase
- Any other relevant document or instructions from the Lessor as required for the management of the property, such as Gas Compliance Certificates and Pool Compliance Certificates.

---

**LESSOR NAME:**

**SIGNATURE:**

**DATE:**

---

**LESSOR NAME:**

**SIGNATURE:**

**DATE:**