

TERMINATE MANAGEMENT ADVICE

AGENCY DETAILS	Name		
	Address		
	Phone	Fax	Mobile
	Email		
PROPERTY	Address 1		
	Address 2		
	Address 3		
TERMINATION OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement.</p> <p>Rental Express is the Agency appointed as Managing Agent.</p> <p>Please hand over the following items to the Agency representative, as indicated below</p>		
ITEMS TO BE HANDED OVER TO AGENCY ON / / AT 9:00AM	<input type="checkbox"/> Copy of all keys and access items *		
	<input type="checkbox"/> Copy of General Tenancy Agreement *		
	<input type="checkbox"/> Copy of Application Form for each Tenant and Approved Tenant		
	<input type="checkbox"/> Copy of RTA Bond Receipt Confirmation		
	<input type="checkbox"/> Change of Agent Form – RTA Form 5 (Bond number must be on it) *		
	<input type="checkbox"/> Copy of Entry Condition Reports with inventories, if applicable. *		
	<input type="checkbox"/> Copy of Tenant's Ledger, Tenant contact numbers and email address/es. *		
	<input type="checkbox"/> Copy of any RTA notices or pending Tribunal documents relating to the current tenancy *		
	<input type="checkbox"/> Copy of Body Corporate By-Laws, warranty documents and appliances instructions.		
	<input type="checkbox"/> Copy of Financial Year Statement to date.		
	<input type="checkbox"/> Details of outstanding repairs/maintenance issues. *		
	<input type="checkbox"/> Copy of last Routine Inspection Report. *		
	<input type="checkbox"/> Copy of any Insurance policies held in the Lessors name.		
LANDLORD	Name		
	Signature	Date / /	
	Name		
	Signature	Date / /	

For further information please contact _____ from Rental Express

Rental Express Brisbane Northside
 232 Kelvin Grove Road
 Kelvin Grove Qld 4059

Phone 07 3552 7670
 Fax 07 3552 7699