

Dear Sir/Madam,

RE: TERMINATION OF PROPERTY MANAGEMENT SERVICES

Please be advised that we have appointed Ray White Asset Management as our new managing agent and we hereby terminate our agreement with you. We request that you have our file ready for collection at your earliest convenience.

Could you please have the following information available.

- The current General Tenancy Agreement
- A copy of the tenant ledger
- A signed Form 5 Bond Transfer Form
- The Entry Condition Report
- Copy of the keys handed to the tenant at the time of signing
- All remaining keys held
- The tenant's application form(s)
- Any breaches sent to the tenant
- Any copies of recent routine inspection reports
- Smoke alarm information and expiry

Thank you for your co-operation in this matter.

Regards