

To whom it may concern,

I'd like to notify you of my intentions to terminate the managing agency agreement between your company, and myself effective today for the below property:

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I understand that I may be required to provide a period of notice in regards to the cancellation of the agreement, however I'd like this to be effective immediately, if possible.

**Ray White AKG** will be in touch with you in the next few days to organise to transfer all appropriate keys and documentation.

Could you please prepare the following for collection:

- Current residential tenancy agreement (Form 18a)
- Tenants application form
- Bond lodgement form (Form 2)
- Change of Property Manager/Owner (Form 5)
- Complete tenant ledger
- Previous inspection report (and any relevant photos)
- All keys held for the properties
- The entry condition report and ingoing photos
- Compliance certificate for the smoke alarm/s
- Plumber report of the water efficiency of the property (if the tenants are being charged water usage)
- Tenancy ledger as of handover date
- Any invoices or work orders outstanding for the property & tenancy.
- Form 11's or Form 12's that are currently in place and have been issued in the last 6
- Months.

Should you have any questions please don't hesitate to contact Bec Turner on 0492 802 832 or [bec.akg@raywhite.com](mailto:bec.akg@raywhite.com).

Kind Regards,

Name:

Date:

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Signature:

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