

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 regarding the cancellation of the agreement, however I'd like this to be effective immediately, if possible. Ray White Springwood 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 myself or Ray White Springwood on (07) 3137 9790.

Kind regards,

Name:

Date:

Signature: