

TRANSFER OF PROPERTY MANAGEMENT

To:	Name: _____ Address: _____ Ph: _____ M: _____ Fax: _____ Email: _____																													
Property Address	Address 1: _____ Address 2: _____ Address 3: _____																													
Notice of Transfer effective __ / __ / __	This is to inform you that the Property Management agreement of the property/ies listed above is being terminated in conformity with the necessary notice stated as per the Property Management Agreement. Benchmark Property Management is appointed as the new Manager. The items listed below are requested to be turned over to our representative on the stipulated date and time below.																													
Items for Collection	<table border="1"> <tr><td><input type="checkbox"/></td><td>All keys and remote</td></tr> <tr><td><input type="checkbox"/></td><td>Copy of the Tenancy Agreement</td></tr> <tr><td><input type="checkbox"/></td><td>Copy of the Application Form for each Tenant</td></tr> <tr><td><input type="checkbox"/></td><td>Tenants Contact Details</td></tr> <tr><td><input type="checkbox"/></td><td>Bond Lodgement Form</td></tr> <tr><td><input type="checkbox"/></td><td>Bond Receipt Confirmation</td></tr> <tr><td><input type="checkbox"/></td><td>Alarm Code</td></tr> <tr><td><input type="checkbox"/></td><td>Change of Landlord/Agent Form</td></tr> <tr><td><input type="checkbox"/></td><td>Copies of the Inspection Report (Tenant's Move In Date, last 3 Inspection Reports and damage / repair reports.)</td></tr> <tr><td><input type="checkbox"/></td><td>Copies of any notice of collection of rent arrears, notice to remedy and notice to increase rent.</td></tr> <tr><td><input type="checkbox"/></td><td>Details of outstanding repairs / maintenance issues</td></tr> <tr><td><input type="checkbox"/></td><td>Copy of any ByLaws, warranty documents and instructions</td></tr> <tr><td><input type="checkbox"/></td><td>Copy of the Rent Collection from date of Tenancy to date of turnover)</td></tr> <tr><td><input type="checkbox"/></td><td>Copy of the Updated Bills Payment (water, etc.)</td></tr> </table>		<input type="checkbox"/>	All keys and remote	<input type="checkbox"/>	Copy of the Tenancy Agreement	<input type="checkbox"/>	Copy of the Application Form for each Tenant	<input type="checkbox"/>	Tenants Contact Details	<input type="checkbox"/>	Bond Lodgement Form	<input type="checkbox"/>	Bond Receipt Confirmation	<input type="checkbox"/>	Alarm Code	<input type="checkbox"/>	Change of Landlord/Agent Form	<input type="checkbox"/>	Copies of the Inspection Report (Tenant's Move In Date, last 3 Inspection Reports and damage / repair reports.)	<input type="checkbox"/>	Copies of any notice of collection of rent arrears, notice to remedy and notice to increase rent.	<input type="checkbox"/>	Details of outstanding repairs / maintenance issues	<input type="checkbox"/>	Copy of any ByLaws, warranty documents and instructions	<input type="checkbox"/>	Copy of the Rent Collection from date of Tenancy to date of turnover)	<input type="checkbox"/>	Copy of the Updated Bills Payment (water, etc.)
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