TRANSFER OF PROPERTY MANAGEMENT

Details of the Property Management Company you're transferring from	**Agent Name:** **Business:** **Ph:** **Mob:** **Fax:** **Email:**
Address of the Properties you would want us to manage	**Address 1:** **Address 2:** **Address 3:**
Declaration	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	• Alarm Code (if applicable) • List of Chattels • Photos of the property used for marketing • Inspection Reports with photos (Specifically the move-in inspection and the most recent inspection) • Total Rent Summary for current tenants (inc current rental rate and when this was last updated) • Pending or in progress Repairs or Maintenance Issues • Tenancy Tribunal information (if any) • Tenancy Agreement (and variations if applicable) • Pre-tenancy application and references • Tenant Contact Details • Bond Lodgement Confirmation • Signed Change of Landlord Bond Form • Your notice to tenants about change of landlord and instruction of payments • Key(s) and remotes to be sent or picked up when transfer is complete
Handover date	
Owner's Details	Name Company name (if applicable) Signature Date: