

Date: _____

Current Property Manager: _____

Property Management Company Address _____

Re: The Property at Address: _____

Notice of Change of Property Manager

Dear Sir/Madam

As the owners of the **Property at** _____ we hereby give you notice that we wish to discontinue the management of this property with your agency.

Please confirm back to me the final date for your management of the property.

Kerry Fookes, from Selwyn Property Management will arrange for all documents, files and information about our property to be transferred to them on our behalf.

1. All Tenancy Agreements.
2. Tenancy ledger
3. Any Rental arrears, 10 Day Notices and any Tribunal Hearings/Mediations and the Results from any Mediations or Hearings.
4. Change of Agent / Landlord bond form signed.
5. Copy of keys issued to the tenants
6. Provide the office Keys for the property.
7. Initial property condition / entry inspection report
8. Contact details for any regular creditors who may attend to the property, for example lawn mowing or gardening contractors.

We appreciate your assistance. If you need more information, please contact Selwyn Property Management on (03) 347 0535 or by email at office@selwynproperty.co.nz

Yours sincerely

Signed _____

Name _____