

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.

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.

Please make the following documentation available to them by close of business on this **date** \_\_\_\_\_

1. All Tenancy Agreements.
2. All Rental Records relating to these tenancies.
3. Any Rental arrears, 10 Day Notices and any Tribunal Hearings/Mediations and the Results from any Mediations or Hearings.
4. Change of Landlord Bond forms signed.
5. All contact details relating to the Tenant.
6. All Keys for the property.
7. Any outstanding Maintenance relating to the property.
8. Any regular Creditors who may attend to the property, for example lawn mowing or garden contractors or cleaners.

We appreciate your assistance. If you need more information, please contact Selwyn Property Management on (03) 390 2468 or by email at [office@selwynproperty.co.nz](mailto:office@selwynproperty.co.nz)

Yours faithfully

Sign \_\_\_\_\_

Name \_\_\_\_\_