



PROPERTY MANAGEMENT LTD.

www.chicpm.co.nz

Home of Quality Auckland Residential Rental Management by investors for investors

M: PO Box 72406 Papakura, Auckland 2244 E: admin@chicpm.co.nz P: 022 0800 237

DATE:

Notice of change of property manager

Dear Sir/Madam

As the owners of \_\_\_\_\_, we hereby give you notice that we wish to discontinue the management of this property with your agency.

Chic Property Management Ltd 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

\_\_\_\_\_.

1. All Tenancy Agreements, move in inspection reports and meter readings.
2. All Rental Records relating to these tenancies.
3. Any rental arrears, any 14 Day Notices issued 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, garden contractors or cleaners.
9. All water account records held.

We appreciate your assistance. If you need more information, please contact Chic Property Management Ltd on (022) 0800 237 or email admin@chicpm.co.nz.

Yours sincerely

Property Owner