

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, meter readings and reports including last property inspection.
2. All rental records relating to these tenancies including bond records.
3. Any 14 Day Notices and breach notices issued, any Tribunal Hearings/Mediations and results from any mediations or hearings.
4. Change of Landlord Bond forms signed.
5. All contact details relating to the tenant.
6. All keys and access devices held for the property.
7. Any outstanding maintenance details and invoices 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.
10. All methamphetamine test results, asbestos surveys / management plans, insurance, smoke alarm, insulation and healthy home compliance documentation records held.

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

Yours sincerely

Landlord: