



PROPERTY MANAGEMENT LTD.

Independent Residential Rental Property Managers

PO Box 72406 Papakura, Auckland 2244

www.facebook.com/ChicPMLtd

https://www.chicpm.co.nz

M: 022 0800 237

DATE:

Notice of change of property manager

Dear Sir/Madam

We hereby give you written notice as the owner/owners' authorised representative that we wish to discontinue the management of the following property/properties and your agency.

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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 and items available to them by close of business on

- 1. All tenancy agreements, move in inspections, meter readings and reports including last property inspection.
2. All rental records relating to these tenancies including bond records & pre-tenancy application checks.
3. All 14 Day Notices & breach notices issued, Tenancy Tribunal applications, mediations & hearing results.
4. Change of Landlord Bond forms signed.
5. All contact details relating to the tenant.
6. All keys, access cards, access/security codes and other devices held for the property.
7. Any outstanding maintenance details, work orders in progress and invoices relating to the property.
8. Any regular creditors who may attend to the property. Eg. lawn mowing, garden contractors or cleaners.
9. All water account & utilities records held.
10. All methamphetamine test results, asbestos surveys / management plans, insurance, smoke alarm, insulation and healthy home compliance records held.

Thank you for your past service.

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

Yours sincerely

Signed by Owner/owners' authorised representative: