

Owners Name: _____
Address: _____
Sub, State, P/Code: _____
Telephone: _____

Date: _____

Agency's name: _____

Address: _____

Suburb, State, Postcode: _____

ATT: (Agent's full name) _____

RE: (Address of property) _____

Dear _____

I have decided to have another agent manage my property and in accordance with the management agreement I hereby terminate the Appointment of Agent form to take effect in 30 days from today (today's date) _____.

On date: _____ please have ready all current tenant documentation, including:

- RTA Form 5 Change of Lessor or Lessor's Agent
- Bond Receipt
- Tenant's Application
- General Tenancy Agreement
- Key Confirmation
- Entry Condition Report
- Tenant Ledger
- Owner Ledger
- Keys
- Appliance manuals

To be collected by:

Supreme Property Management
20 Kersley Road
Kenmore, QLD 4069
Ph: 0439 542 619

Yours Sincerely

cc: Supreme Property Management

