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| **NOTICE OF TERMINATION OF MANAGEMENT** | | | | |
| **AGENCY DETAILS** | **Name Arthur Conias Real Estate** | | | |
|  | Address  530 Milton Road, P O Box 1733, | | | |
|  | Toowong, Qld, 4066 | | | |
|  | Phone  **(07) 3371 2011** | Fax  **(07) 3371 5722** | | Mobile **0466 222 843** |
|  | Email stephanie@arthurconias.com.au | | | |
| **PROPERTY** | Address | | | |
| **TERMINATION OF MANAGEMENT ADVICE** | This letter is advice of the termination of the Management Agreement for the above property/properties and provides the required notice as per the Management Agreement.  Arthur Conias Real Estate is the Agency appointed as Managing Agent.  We thank you for your service to date and would ask you to please provide the following items to the Arthur Conias representative, as indicated below | | | |
| **ITEMS TO BE HANDED OVER TO THE AGENCY ON** | * Copy of General Tenancy Agreement * Copy of Application Form for each Tenant and Approved Tenant * Copy of Bond Lodgement Forms * Copy of RTA Bond Receipt Confirmation * Change of Agent Form – RTA Form 5 * Copy of Entry Condition Reports with inventories is applicable * Copy of Tenant Ledger * Copy of Tenant contact details * Copy of any RTA notices or pending Tribunal documents relating to the current tenancy * Copy of Body Corporate By-Laws, warranty documents and appliances instruction manuals * Copy of Financial Year Statement to date * Details of outstanding repairs/maintenance issues * Copy of last Routine Inspection Report * Copy of any Insurance policies held in the Lessors name * Copy of any compliance certification, e.g. smoke alarms * Copy of any Insurance policies held in the Lessor’s name * Copy of the current and last month’s Owner ledger | | | |
| **LANDLORD** | Name | | | |
| Signature | | Date | |
| Name | | | |
| Signature | | Date | |