

Transfer of Property Management Form

This is to advise that the Property Management Agreement for the below property/properties is being terminated in accordance with the notice required under the Management Agreement. Pinnacle Sales & Management have now been appointed as the Managing Agent. Please ensure that all of the items set out in the checklist below are handed over to the Agency representative. Thank you for your co-operation.

Agency Details

Agency name: Agent name:

Address:

Phone: Mobile: Fax:

Email:

Rental Property Address/es

Address #1:

Address #2:

Address #3:

Transfer Notification - Effective

Items to be handed over to Pinnacle Sales & Management on or before at 9:00am (Current agent to complete)

* Compulsory Items

- *Change of Agent Form – RTA Form 5 (Bond Number must be on it)
- *Copy of Entry Condition Reports with inventories, if applicable
- *Copy of Tenant's Ledger, Tenant contact numbers and email address/es
- *Copy of any RTA notices or pending Tribunal documents relating to the current tenancy
- Copy of Body Corporate By-Laws, warranty documents and appliances instructions
- 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 Lessor/s' name/s
- *Copy of General Tenancy Agreement
- *Originals and copies of all keys and access Items
- Copy of Application Form of each Tenant and Approved Tenant
- Copy of RTA Bond Receipt Confirmation

Landlord Detail/s

Name #1:

Signature: Date:

Name #2:

Signature: Date: