

# TRANSFER OF PROPERTY MANAGEMENT



## AGENCY DETAILS:

Name:

Ph/Mob:

Address:

## PROPERTY DETAILS:

Address 1:

Address 2:

Address 3:

## TRANSFER OF MANAGEMENT ADVICE

This letter advises the Termination of the Management Agreement for the above property / properties and provides the required notice as per the Management Agreement.

Vertigro Property Management Ltd is the Agency appointed to manage these properties in future.

We appreciate your assistance and cooperation in the smooth transfer of management responsibilities.

## ITEMS TO BE HANDED OVER TO AGENCY ON

All Keys and Remotes

Copy of the last inspection report

Current Tenancy Agreement

Details of outstanding repairs/maintenance issues

Tenants Contact Details and Ledger

Details of insurance - certificate

Bond Lodgement Form

Details of insulation - certificate

Entry Condition Report

Healthy Homes Assessment

Application Form for Each Tenant

Signed change of agent bond form (attached)

## LANDLORD:

Name:

Name:

Signature:

Signature:

Date:

Date:

For further assistance, please contact **Vertigro Property Management Ltd** - [hello@vertigro.co.nz](mailto:hello@vertigro.co.nz)

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