Transfer of Property Management to B&N Properties	
TO: Existing Property Management Company	Name: Address: Postal Address: Phone numbers: Email:
Transfer Notification Transfer Date / /20 Transfer Time 9.00am	This is to advise that the Property Management Agreement/s for the property/s Listed below is being terminated in accordance with the notice required under the existing Property Management Agreement. B&N Properties is hereby appointed as the new Property Manager. B&N Properties will collect the items listed below from your office on the transfer Date and time noted opposite.

Items to be collected by B&N Properties				
		Tenancy Agreement		Keys
		Swipe/Access cards/codes		Garage Remote/s
		Copy of Insurances held		Application Form for each tenant
		Bond receipt information		Change of landlord/agent form
		Copy of last inspection report		Copy of first inspection report
		Outstanding Maintenance details		Alarm Code
		Financial month end statement		Body Corporate rules
		Copy of Tenancy Tribunal Orders		

Property/s to be Transferred	Address: Address: Address: Address:
From: Landlord	Name: Name of Entity: Designation (Director, Trustee, Partner): Signature: Date:
	Name: Name of Entity: Designation (Director, Trustee, Partner): Signature: Date: