

# TRANSFER OF MANAGEMENT ADVICE

## AGENCY DETAILS

<b>Name:</b> Gold Coast Real Estate – Asset Unity Management
<b>Address:</b> 23 Cavill Avenue Surfers Paradise Qld 4217
<b>Phone:</b> 07 5592 0192 <b>Fax:</b> 07 5592 1728 <b>Mobile:</b> 0407 650 919
<b>Email:</b> peter@gcreq.com.au

## PROPERTY

<b>Address 1:</b>
<b>Address 2:</b>
<b>Address 3:</b>

## TRANSFER 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. GCREQ / Asset Unity is the Agency appointed as Managing Agent.

Please hand over the following items to the Agency representative, as indicated below

### ITEMS TO BE HANDED OVER TO AGENCY ON // // AT 9:00AM

Current Agent to Complete

<input type="checkbox"/> Copy of all keys and access items *
<input type="checkbox"/> Copy of General Tenancy Agreement *
<input type="checkbox"/> Copy of Application Form for each Tenant and Approved Tenant
<input type="checkbox"/> Copy of RTA Bond Receipt Confirmation
<input type="checkbox"/> Change of Agent Form – RTA Form 5 (Bond number must be on it) *
<input type="checkbox"/> Copy of Entry Condition Reports with inventories, if applicable. *
<input type="checkbox"/> Copy of Tenant's Ledger, Tenant contact numbers and email address/es. *
<input type="checkbox"/> Copy of any RTA notices or pending Tribunal documents relating to the current tenancy *
<input type="checkbox"/> Copy of Body Corporate By-Laws, warranty documents and appliances instructions.
<input type="checkbox"/> Copy of Financial Year Statement to date.
<input type="checkbox"/> Details of outstanding repairs/maintenance issues. *
<input type="checkbox"/> Copy of last Routine Inspection Report. *
<input type="checkbox"/> Copy of any Insurance policies held in the Lessors name.

## LANDLORD

Name:

Signature Date // //

Name:

Signature Date // //

For further information please contact GCREQ - Asset Unity