



Catalise
Property management

Cancellation of Property Management Agency

Company Name: _____

Attention Name: _____

Email: _____

Property Address: _____

1. Please take notice that as from the date of delivery of this notice to you, I give you notice that I am cancelling your services for the Property Management of my property as listed above effective as per the terms of our property management contract.

2. I wish to appoint Catalise Limited as exclusive property managers and I hereby authorise them to deliver this notice to you and to collect all documents and keys you have pertaining to my property/s.

3. Please transfer the following documents, along with any keys and swipe cards to their office at the end of the notice period.

- Residential Tenancy Agreement
- Tenancy application along with supporting references, credit checks and Photo ID
- Signed Change of Landlord form
- Entry Inspection Report and Chattels List

4. Should you have any queries regarding the above or would like to agree an earlier change over date please contact Sandie Casano on Mob:021 352 670, E-mail: sales@catalise.co.nz.

Name (in full) and Signature/s of Owner/s

Date:

Catalise Ltd
203A Symonds street
Eden Terrace
Auckland 1010