Date

Name of current managing agent  
Address of office

Attention: (add property managers or principal’s full name)

Dear (add name)

**RE: (Add Investment Property Address)**

Please accept this letter as my notice to transfer the management of the above-mentioned property to DB Realty.

Please ensure that all the relevant documentation noted on the attached checklist is available for collection by the due date as stated below.

A representative from DB Realty will be in contact with you to ensure all documentation is transferred either electronically or physically.

Thank you for your assistance in the management of my property to date and best wishes.

Kind Regards,

(Add Your Name’s here)

(signed by all owners of the property or authorised rep)

**When sending this letter by email please CC: DB Realty via the following email address:** [rentals@dbrealty.com.au](mailto:rentals@dbrealty.com.au)

**Transfer of Management/File Checklist for Current Agent**

The below items need to be handed over to DB Realty on (insert date) after 9:00am.

**Please supply the following items as indicated below -**

|  |  |
| --- | --- |
|  | Tenancy Application/s |
|  | Tenancy Agreement (the lease) |
|  | Keys, Remotes, Alarm Codes any other devices |
|  | Rental Bond Receipt Confirmation |
|  | Rental Bond Transfer Form (Change of Managing Agent Form or RBO account transfer email triggered) |
|  | Entry Property Condition Report (including inventories, photos and any other information if applicable) |
|  | Copy of the last Routine Inspection Report |
|  | Tenant Rent Ledger as at handover date |
|  | Marketing photos and any floor plans used within the previous campaign |
|  | Copies of Council, Water, Strata, land tax, Insurance rates. levies, notices held or paid for on behalf of the landlord |
|  | Owner’s historical ledger |
|  | Owner’s financial year statement to date |