Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for Delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of Delivery: Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cancellation of Property Management Authority

Address of Property:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) As Owner of the property referred to above, I am providing this written Notice that I am cancelling your Property Management Authority as at the date of delivery of this Notice to you.

2) I have appointed Goodwins as exclusive Property Managers, and they have my authorisation to deliver this notice to you on my behalf.

3) I authorise Goodwins to collect all pertinent items you hold in relation to this property before 5 pm on the \_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_ 2021, or sooner by mutual agreement.

4) As a part of which, I please ask you to ensure a copy of following documents are included;

1. Current Tenant’s Application Form and copy of ID’s provided

2.            Original Tenancy Agreement

3.            Insulation Statement, and evidence of smoke alarm compliance.

4.            Entry Inspection Report and Chattels List (if any)

5.            Copy of Routine Inspections conducted during term of this current Tenancy

6.            Notification of current work orders (if any)

7.            Keys for all doors and window locks (if any), plus garage remotes

8.            Notification of Alarm Code (if any)

9.            Bond Transfer Form, duly signed.

10. Tenant’s full Rental Ledger as at date of Transfer, together with summary status of rental

 payments.

11.          Any 14 day breach notices or notices or rent increase that are current.

12.          Any mediate and/or court orders.

13.         Confirmed current contact details for Tenant and Emergency Contacts (if any).

 and any other relevant documentation for the property is available for collection.

Yours sincerely

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I acknowledge to Goodwins that I am giving this Notice relying on my own judgement as to my right to cancel the prior agency.