

TRANSFER OF PROPERTY MANAGEMENT TO SIGNATURE PROPERTY MANAGERS

Address	
ATT:	
Property Manager	
Company	
Transfer of Property Management Authority	Att: The Property Manager Please be advised that as of the date indicated below I/we have irrevocably agreed to transfer the property management rights via signing a new management agreement with Signature Property Managers Pty Ltd. I/we furthermore request you hand over the complete property file along with all relevant documentation and keys to the new property manager as detailed below.
	Your Property Management Ceases on / /
	New Property Manager Shall Pick Up Clients Files on / /
Owner/s	Name:
	Date:
	Signature:
	Name:
	Date:
	Signature:

Checklist of Transfer Documentation Over to Signature Property Managers

	<input type="checkbox"/> Property Keys <input type="checkbox"/> Garage Remotes <input type="checkbox"/> Alarm Codes
	<input type="checkbox"/> General Tenancy Agreement & Relevant Documentation
	<input type="checkbox"/> RTA Bond Receipt & Relevant Documentation
	<input type="checkbox"/> RTA Pending and Previous Notices & Correspondences
	<input type="checkbox"/> All Tenants Application Documentation
	<input type="checkbox"/> Change of Agent RTA Form 5 with Bond Number Inserted
	<input type="checkbox"/> Entry Condition Report with List of Inventories Included
	<input type="checkbox"/> Tenants Ledger with Contact Numbers & Email Address
	<input type="checkbox"/> Body Corporate By-Laws, Warranties & Electrical Documentation
	<input type="checkbox"/> Insurance Policies and Documents Relating to Previous or Current Claims
	<input type="checkbox"/> Current Financial Year Statements
	<input type="checkbox"/> Details of Previous & Current Repairs or Maintenance
	<input type="checkbox"/> Details of Previous Routine Inspection Reports

New Property Manager Details

Company	Signature Property Managers
Property Managers	Debbie Plessius - 0420 242 679
Property Managers	Lisa Clout - 0434 634 165
Contact Details	Email: sales@spmanagers.com.au www.spmanagers.com.au