TRANSFER OF MANAGEMENT TO STREETSMART PROPERTY MANAGEMENT LIMITED

DETAILS OF CURRENT PROPERTY MANAGEMENT AGENCY

Name: _____

Address: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

NOTIFICATION OF TRANSFER

This form is to advise the termination of the Property Management Agreement/s for the below property / properties in accordance with the notice required as per the existing Property Management Agreement.

StreetSmart Property Management Ltd is appointed as the new management agency.

DATE: / / **TIME: 9.00 AM**

PROPERTY / PROPERTIES TO BE TRANSFERRED

Address: _____ Suburb: _____ City: _____

Address: _____ Suburb: _____ City: _____

Address: _____ Suburb: _____ City: _____

Address: _____ Suburb: _____ City: _____

Address: _____ Suburb: _____ City: _____

BY SIGNING THIS FORM, I AGREE TO TRANSFER MY PROPERTY / PROPERTIES LISTED ABOVE TO STREETSMART PROPERTY MANAGEMENT LIMITED.

Name: _____ Name of Entity: _____

Signature: _____ Company / Trust / Partnership (circle one)

Date: _____

Position: _____ Director / Trustee / Partner (cirlce one)

Name: _____ Name of Entity: _____

Signature: _____ Company / Trust / Partnership (circle one)

Date: _____

Position: _____ Director / Trustee / Partner (cirlce one)

EXISTING PROPERTY MANAGER TO COMPLETE. ITEMS LISTED BELOW TO BE COLLECTED BY STREETSMART PROPERTY MANAGEMENT REPRESENTATIVE ON THE TRANSFER DATE NOTED ABOVE.

- [ ] Keys - All keys for the property including copies issued to the tenants
- [ ] Alarm Code / Garage Remote for the property/ies
- [ ] Tenancy Application Form from each tenant
- [ ] Property Inspection report/s
- [ ] Tenancy Agreement
- [ ] All tenant contacts and details
- [ ] DBH Change of landlord form with Bond Number
- [ ] Rental statement for the financial year to date
- [ ] DBH Tenancy tribunal documents / orders
- [ ] Details of outstanding repairs / maintenance
- [ ] Details of regular creditors for the Property . EG lawn mowing, cleaners etc
- [ ] Body corporate rules & documents