**Insert Date**

**Enter your Current Property Manager Name**

**Enter your Property Management Company Address**

**Ref: (Enter Rental Property Address here)**

**Notice of Change of Property Manager**

Dear Sir/Madam

As the Owners of **(enter address)** we hereby give you notice that we wish to discontinue the management of this property with your agency.

Housemart Ltd will arrange for all documents, files and information about our property to be transferred to them on our behalf. Please make the following documentation available to them by close of business on **(enter date).**

1. All Tenancy Agreements
2. All Rental Records relating to these tenancies
3. Any Rental Arrears, 14 Day Notices and any Tribunal Hearings/Mediations and the Results from any Mediations or Hearings
4. Change of Landlord Bond forms signed
5. All contact details relating to the Tenants
6. All keys for the property
7. A Healthy Homes report and compliance updates for the property
8. Any outstanding Maintenance relating to the property
9. Any regular Creditors who may attend to the property, for example lawn mowing or garden contractors or cleaners

We appreciate your assistance. If you need more information, please contact Housemart Ltd.

Yours faithfully

**Enter you name here**