

Date

Address

Dear *insert name of Property Manager*

Re: Transfer of Property Management Services for *insert Address*

Please be advised that I/we have decided to transfer the management of our property/ies as listed above to another agent to manage and therefore, in accordance with the management agreement with your agency, I/we hereby issue 30 days written notice of the change.

A representative from Living Here Townsville will be in touch with you shortly to arrange the transfer and we authorise them to collect all of the necessary paperwork and anything in relation to the property/ies. We thank you in advance for your co-operation for a seamless transfer.

If you have any questions, please feel free to contact them on 07 4759 3900 or email them at townsville@livinghere.com.au.

Best regards,