

\*Insert Date

\*Insert Current Management Agent Details

Address Line 1

Address Line 2

Dear \*Insert Name\*

**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 in place with your agency, we hereby issue 30 days written notice of the change.

A representative from Living Here will be in touch with you shortly to arrange the transfer and we authorise them to collect all of the necessary paperwork and anything pertaining 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 the Property Manager at [pm.wilston@livinghere.com.au](mailto:pm.wilston@livinghere.com.au) or on 07 3352 4533.

Thank you for your assistance to date.

Regards,