



REAA Property Management Brisbane Pty Ltd
ABN 165 176 438
Level 54/ 111 Eagle St
Brisbane QLD 4000
(07) 3012 6399 | 0477 011 104
www.reaagroup.com.au
rentals@reaagroup.com.au

Change of Management

To the Manager of Property: _____

and (if applicable): _____

Current agency Name & Address: _____

Phone No.: _____ Fax No.: _____

Email: _____

This is to confirm that I/we wish to terminate our management contract with your company, the details of which can be found above. This letter begins the required notice period as stipulated in our agreement. A representative of REAA Property Group Brisbane Pty Ltd. Will be in touch with you to arrange pick up of the following documents:

- Current General Tenancy Agreement
- Application form/s for all tenants
- Bond Lodgement Form
- Bond Lodgement Receipt
- Entry Condition Report
- Current contact details for each tenant
- Tenant ledger
- Signed form 5 (attached)
- Any keys/remote controls/swipes etc. for the property
- Any Body Corporate By-laws
- Any warranties relating to the property
- Smoke detector servicing report or date of last service
- Pool compliance certificate

I/we hereby give authority for a representative of REAA Property Group Brisbane to collect the above documents

Landlord Name 1: _____ Date: _____

Landlord Name 2: _____ Date: _____

Landlord Name 3: _____ Date: _____