

TRANSFER TO KAREN JOHNSON PROPERTY MANAGEMENT LTD



AGENCY DETAILS	NAME:		
	ADDRESS:		
	PHONE:	FAX:	MOBILE
	EMAIL:		
PROPERTY	ADDRESS 1:		
	ADDRESS 2:		
	ADDRESS 3:		
TRANSFER OF MANAGEMENT ADVICE	<p>This letter is advice of the termination of the Management Agreement for the above Property/Properties and provides the required notice as per the Management Agreement.</p> <p>Karen Johnson Property Management Ltd is the Agency appointed as Managing Agent</p> <p>Please hand over the following items to the Agency representative, as indicated below</p>		
ITEMS TO BE HANDED OVER TO AGENCY ON / /20 AT 9.00AM	Current Agent to complete	<input type="checkbox"/> All Keys and access items	
		<input type="checkbox"/> Copy of Tenancy Agreement	
		<input type="checkbox"/> Copy of Application form for Approved Tenants	
		<input type="checkbox"/> Copy of DBH Bond Receipt Confirmation	
		<input type="checkbox"/> Change of Landlord/Agent form	
		<input type="checkbox"/> Copy of Entry Condition Report with inventories (if applicable)	
		<input type="checkbox"/> Copy of Tenants Ledger	
		<input type="checkbox"/> Copy of last Routine Inspection Report	
		<input type="checkbox"/> Details of outstanding repairs / maintenance issues	
		<input type="checkbox"/> Transfer of any Insurance policies held in owner's name (RLINZ etc)	
<input type="checkbox"/> Details of any regular contractors			
LANDLORD	NAME:		
	SIGNATURE:		DATE:
	NAME:		
	SIGNATURE:		DATE:

For further information please contact Karen Johnson of Karen Johnson Property Management Ltd,
 PO Box 8211, Cherrywood, Tauranga 3145 karen@karenjohnson.nz ☎ 0274 764 186