

[DATE]

[Name of Current Agency]

ATT: [Property Manager's name]

[Postal Address 1]

[Postal Address 2]

Dear [Property Manager's Name],

RE: [INVESTMENT PROPERTY ADRESSS]

Please accept this letter as my 28 days notice to transfer the management of the above mentioned property to Benchmark Specialist Property Managers.

Please ensure that all the relevant documentation noted on the attached checklist is transferred to:

Benchmark Specialist Property Managers  
Shop 4/53 Davidson Terrace  
Joondalup WA 6027  
E: [admin@benchmarkpm.com.au](mailto:admin@benchmarkpm.com.au)

Benchmark Specialist Property Managers will be in contact with you to ensure all documentation is transferred no later than the **28 days from date of this letter**.

Thank you for your assistance in the management of my property to date and I thank you in advance for your full cooperation during the transition process.

Regards,

[Your Name(s)]



# Benchmark Specialist Property Managers

## Property Management Transfer Checklist

### Transfer of Management Advice

Benchmark Specialist Property Managers is the newly appointed Managing Agent.

Please hand over the following items to the Agency representative as indicated below

Items to be handed over to agency on / / At 9:00am	Current Agent to Complete	<input type="checkbox"/> All keys and access items + photo copy of keys given to tenants
		<input type="checkbox"/> Tenancy Agreement (original) as well as lease extension if applicable
		<input type="checkbox"/> Original Application Form for each Tenant and Approved Tenant
		<input type="checkbox"/> Bond Receipt Confirmation
		<input type="checkbox"/> Bond Variation Form
		<input type="checkbox"/> Original Signed Property Condition Reports with inventories, if applicable, and DIGITAL photos emailed to admin@benchmarkpm.com.au
		<input type="checkbox"/> Tenant's Ledger, status report, and tenant screen dump noting tenant contact numbers and email addresses
		<input type="checkbox"/> Any outstanding tenant and/or owner invoices
		<input type="checkbox"/> Any outstanding maintenance reported/in progress
		<input type="checkbox"/> Any pending Tribunal documents relating to the current tenancy
		<input type="checkbox"/> Body Corporate By-Laws, warranty documents and appliances instructions
		<input type="checkbox"/> Details of outstanding repairs/maintenance issues
		<input type="checkbox"/> Copy of last Routine Inspection Report noting last inspection date and frequency

	<input type="checkbox"/> Copy of owner's title (if you have charged them for one)
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Lessor	Name:	
	Signature:	Date: / /
	Name:	
	Signature:	Date: / /

For further information please contact **Benchmark Specialist Property Managers**  
 P: (08) 9301 1111      W: benchmarkpm.com.au      E: info@benchmarkpm.com.au