

1/05/2014

Insert Current Management Agents 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 60 days written notice of the change.

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

If you have any questions, please feel free contact them on 02 99553 1000 or email them: [kogarah@livinghere.com.au](mailto:kogarah@livinghere.com.au)

Thank you for your assistance to date.

Regards,

\*Sign Here\*

\*Insert Your Name/s\*