Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:

Attention : The Property Manager

I am writing to give the required 1 month notice to end my management contract with your company, from the above date.

This notice applies to the following properties:

\*

\*

To simplify the changeover for my tenants, I would appreciate you accepting their final regular rent payment in full. I understand that this may extend the notice period by several days, so please advise my new Property Manager of the details.

I have arranged Bayleys Property Management Ltd to take over management at the end of the notice period, and I have attached a check sheet, listing the documents I would like transferred at the end of the notice period:

* Tenancy Agreement
* Tenant Ledger and Paid to Date
* A copy of the Bond Lodgement Form
* Change of Landlord Bond Form
* Property Condition Report
* Keys
* Last Inspection report
* EQC Claim Number and details if applicable

Thank you for your past service, and I appreciate your help in making this a smooth transition.

Kind regards