

Date:

Agent Name:

Agent Address:

Agent contact numbers:

Dear

Property address:

RE: TRANSFER OF MANAGEMENT

I am writing to advise of my decision to transfer the management of the above-mentioned property from your agency to:

Vision Realty Management Ltd
Tel: 03-3586345, 021-748806
9/41 Sir William Pickering Drive, Burnside.
POBox 20190 Bishopdale
info@visionrealty.co.nz

I understand that you require _____ days notice for the termination of the current Management Agency Agreement from the receipt date of this letter.

A representative of Vision Realty will contact you shortly to make the appropriate arrangements to collect the file, keys and any other relevant documentation.

Thank you for your past services and I trust that you will cooperate in every possible way to ensure a smooth transition.

Regards,

Owner name

Signature