



Transfer to Cowdy & Co Property Management

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>Cowdy & Co 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 / / AT 9:00AM	Current Agent to Complete	<input type="checkbox"/> Copy of all keys and access items *	
		<input type="checkbox"/> Copy of General Tenancy Agreement *	
		<input type="checkbox"/> Copy of Application Form for each Tenant and Approved Tenant	
		<input type="checkbox"/> Copy of Tenancy Services Bond Receipt Confirmation	
		<input type="checkbox"/> Change of Landlord/Agent form	
		<input type="checkbox"/> Copy of Entry Condition Reports with inventories, if applicable. *	
		<input type="checkbox"/> Copy of Tenant's Ledger, Tenant contact numbers and email address/es. *	
		<input type="checkbox"/> Copy of Body Corporate Rules, warranty documents and appliances instructions.	
		<input type="checkbox"/> Details of outstanding repairs/maintenance issues. *	
		<input type="checkbox"/> Copy of last Routine Inspection Report. *	
		<input type="checkbox"/> Copy of any Insurance policies held in the Lessors name.	
LANDLORD	Name		
	Signature	Date / /	
	Name		
		Date / /	

For further information please contact: Janice Cowdy, Director of Property Management Division
Email: jcowdy@cowdy.co.nz
Olivia Cowdy, Property Manager
Email: ocowdy@cowdy.co.nz