



Brisbane, Ipswich, Scenic Rim, Logan, Gold Coast.

07 3282 0954

The Property Manager

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RE:

Dear Sir / Madam

We hereby give 30 days notice to terminate the management of our property at the above address.

A representative from Atlantic Real Estate will be in touch to discuss handover.

Please have the below list of documents ready upon handover:

- + Tenancy Application Form + Supporting documents and identification
- + Residential Tenancy Agreement
- + Bond Lodgement Form
- + Contact details for the tenants
- + Entry Condition Report
- + Current Tenant Ledger
- + Copies of relevant notices , including Notice of Intention to Leave
- + Copies of warranty documents
- + Smoke Alarm Compliance Statement
- + Signed form 5, Change of Lessor Form
- + Any outstanding invoices
- + All Keys to the property

Thank you for your assistance, should you have any further questions please contact Atlantic Real Estate on 07 3282 0954.

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