



Notice Of Management Termination & Transfer

Ph / Fax 09 846 0030 • www.braypm.co.nz • info@braypm.co.nz

To : _____

Address : _____

Phone: _____ Email: _____

Transfer Notification

Please accept this as _____ notice to terminate the existing property management agreement in place with the owner and properties noted below. Bray Property Management is hereby appointed as the new Manager of the said properties and is authorized to take possession of the documents and property noted below, it would be appreciated if this could be made available on the transfer date. A representative from BPM will collect the items listed below from your office.

Transfer Date: _____ Transfer Time: 9:00am

Items to be collected by Bray Property Management

_____ Key _____ Swipe / access cards and alarm codes _____ Garage Remotes
_____ Tenancy Agreement _____ Bond receipt letter _____ Copy of financial month end statement
_____ Copy of Tenancy Tribunal orders _____ Copy Insurance Certificate
_____ Other Items

Property/s to be transferred

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Landlord Name: _____ (Entity) _____

Signature: _____ Date: _____

Designation _____