

Date:

Investor Name: \_\_\_\_\_

Investor Address: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Dear Sir/Madam,

**RE: \_\_\_\_\_**

**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:

**Focus Property Management (Aust) Pty Ltd  
Level 9, 210 George Street  
Sydney NSW 2000  
Ph: 02 9229 0000 Fax: 1300 388 488**

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 Focus Property Solutions 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/Landlord)**