

TRANSFER OF MANAGING AGENT

Date: _____

ATTENTION: PROPERTY MANAGER

_____ company name _____

_____ address _____

Dear Sir/Madam,

RE: _____ property address _____

Please be advised that I have appointed PRDnationwide Penrith as the new Managing Agent for the above property.

Please note that they will be collecting the file and keys from your office on _____ being 30 days notice as required.

Thank you for your assistance,

_____ full name _____

_____ signature _____