

## CHANGE OF PROPERTY MANAGER FORM



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**Date:** .....

**Current Property Management Company:** .....

**Current Property Manager:** .....

**Phone:** .....

**Email:** .....

Please be advised that Real Star Property Management will be taking over the management of the below mentioned property. Notice period shall be in accordance with the management agreement terms with your agency.

**Property Address:** .....

Real Star Property Management is hereby appointed as the new Property Manager and from this point forward will handle contact on my behalf regarding property management handover. Accordingly we request your immediate assistance with the smooth transfer of files including all relevant documents (as below) and the property keys.

- All Tenancy Agreements
- All rental records relating to above tenancies
- Any rental arrears, 14 Day Notices, and any Tribunal hearings/mediations including results
- Property condition report from the commencement of the tenancy
- Change of Landlord Bond Form signed
- All contact details relating to the Tenant
- All keys, swipe cards, remotes etc...
- Any outstanding maintenance issues relating to the property
- Details of any regular creditors who may attend to the property, lawn mowers, cleaners etc...

Kind regards

**Owner Name:** .....

**Owner Signature:** .....

**New Property Manager:** .....

**Phone:** .....

**Email:** .....