

Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Investment Address: \_\_\_\_\_

To: The Property Manager

Dear Property Manager,

I am writing to advise you that I will no longer require your services for property management. I am transferring management to:

Forbes Realty PM  
272 Margaret Street,  
Toowoomba, Qld 4350  
P: (07) 4641 7870  
F: (07) 4662 4645  
Email: [forbes@forbesrealty.com.au](mailto:forbes@forbesrealty.com.au)

I am aware that you require 30 days written notice for the termination of the "Appointment of agent" agreement from the receipt date of this letter. Please forward the keys and appropriate documentation to this agent on the \_\_\_\_\_

Please contact Forbes Realty PM should you have any concerns. Contact details are as follows:

Ph: (07) 4641 7870

Fax: (07) 4662 4645

Email: [forbes@forbesrealty.com.au](mailto:forbes@forbesrealty.com.au)

Web: [www.forbesrealty.com.au](http://www.forbesrealty.com.au)

Yours Sincerely,

\_\_\_\_\_  
(Owner/Landlord)