



## Termination of Current Management Authority

Date ..... /..... /.....

.....  
.....  
.....

Phone: 03 366 5536  
Fax: 03 366 5508  
info@thepropertyboss.co.nz  
www.thepropertyboss.co.nz  
2/211 Ferry Road Christchurch 8011  
PO Box 22 486 Christchurch 8142

Dear .....

Re: Termination of Management Authority

We/I the owner hereby wish to give you ..... calendar months notice that we no longer wish for you to manage our property at

1 .....  
2 .....  
3 .....

The effective date is therefore ..... /..... /..... in line with the termination clause in the management authority.

Can you please have the relevant documents and effects (but not limited by) ready for collection by .... /..... /..... The Property Boss Limited will be collecting these items on our behalf.

- All tenancy agreements
- The initial property inspection report
- The last completed inspection report
- Tenant contact information
- Tenant paid to date
- Tenant history report
- 14 day notices and any results from any mediations or tribunal hearings
- Change of landlord bond form signed
- All keys for the property
- Any outstanding maintenance relating to the property
- Any creditors who may attend to the property, for example lawn mowing or garden contractors

Thank you for your assistance in this matter.

Yours faithfully

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Signed by Owner