

Switching to Bayleys property management is simple and won't cost you a cent.

If you're not satisfied with the service you are receiving with your current property manager, make the switch to Bayleys Property Management today. It couldn't be easier - we do the work for you with minimal disruption to your tenant.

We can arrange for the transfer of management of your property, even if there is a fixed term lease in place. There are no costs incurred from our office and your current agent can't apply penalties or transfer costs unless you agreed to this in your management agreement.

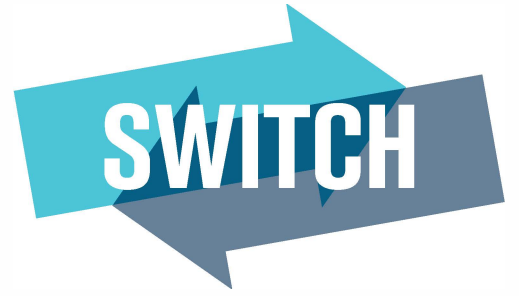
Once we have your authority, we can notify your current managing agent of the transfer and arrange to collect all the relevant documentation to effectively manage the property on your behalf. You don't even need to make a call.

Make the switch in 2 easy steps:

1. Sign our property management transfer letter
2. Return our signed management authority, enabling us to act on your behalf

Once we have contacted your current property manager, we are then able to set up your tenant in our system and contact them to explain what is happening. We will complete an inspection of your rental property and give you a detailed report including an updated rental assessment of your property.

Make the switch today, you will be glad you did.



Transfer to Bayleys Property Management

AGENCY DETAILS

Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY DETAILS

Address 1: _____

Address 2: _____

Address 3: _____

TRANSFER OF MANAGEMENT

This letter is to advise of the termination of the Management Agreement for the above property/properties. I/We have appointed Bayleys Property Management to now manage the above property/properties on my/our behalf.

DATE FOR ITEMS TO BE HANDED OVER: _____

Please hand over the following items to the managing agent

- All keys and access items
- Copy of Tenancy Agreements
- Copy of Application Form for each Tenant and Approved Tenant
- Copy of MBIE Bond Receipt Confirmation
- All Rental Records relating to these tenancies
- Any Rent Arrears, Notices and any Tribunal Hearings/Mediations and the Results from any Mediation or Hearing
- Change of Landlord/Agent forms signed
- Copy of Conditions Reports prepared for the commencement of the tenancy
- Contact details of Tenant including numbers and email address(es)
- Details of outstanding Repairs/Maintenance issues of above property/properties
- Copy of last Routine Inspection Report
- Copy of any Insurance Policies held in the Landlord's name
- Any regular Creditors who may attend to the property/properties such as lawn mowing or garden contractors or cleaners
- All other relevant documentation

Thank you for your services to date and I trust that you will cooperate in every way possible to ensure a smooth transition.

Yours sincerely,

LANDLORD DETAILS

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____