

To

Dear

RE:

Please accept this letter as notice of my/our decision to transfer the management of our property.

We wish to advise you that we have enlisted the services of Perth Executive Properties to take over the management of the property listed above.

In accordance with the current management authority, I/We hereby give you twenty-eight (28) days notice from the date of this letter for this change to occur.

Please ensure that all relevant documentation, keys and bond paperwork is transferred to:

Perth Executive Properties
Shop 5 - 8 Adelaide Terrace
EAST PERTH WA 6004
T: 1300 73 83 20
E: leasing@executiveproperties.com.au

A representative from Perth Executive Properties will be in contact with you to ensure all documentation is transferred no later than the due date.

I thank you in advance for your full cooperation during the transition process.

Yours sincerely,