

# BEACHSIDE *Property Rentals*

ABN: 61 709 989 809

**Directors**

Mobile: Liz Malthouse 0438 409 842

Mobile: Linda Jedynak 0409 580 555

20<sup>th</sup> November, 2014

Laguna Real Estate  
1 Noosa Parade,  
Noosa Heads,  
Qld, 4567.

Dear Sir/Madam

## **CHANGE OF MANAGING AGENT ADVICE FOR 121 GRIFFITH AVE, TEWANTIN & 30 JACANA ST, PEREGIAN BEACH**

Following our recent communication regarding our Property Owner's appointment of our Agency as the new Managing Agent for the above Property, we will appreciate your assistance in arranging the following listed items to be available for our Agency to collect.

### **ITEMS TO BE HANDED TO OUR AGENCY REPRESENTATIVE ON 23<sup>rd</sup> December, 2014 at 9am**

- All keys and entry items including remote controls, letterbox and security keys and alarm code/s
- Copy of General Tenancy Agreement
- Copy of application form for each Tenant and Approved Tenant
- Copy of Bond Lodgement forms
- Copy of RTA Bond Receipt Confirmation
- Change of Agent Form – RTA Form 5
- Copy of Entry Condition Reports with Inventory, if applicable
- Copy of full Tenant's ledger, Tenant contact numbers and email address, if applicable
- Copy of any RTA notices or pending Tribunal documents relating to the current tenancy
- Copy of by-laws, Warranty documents and Appliances instructions
- Copy of Financial Year Statement to date
- Details of outstanding repairs/maintenance issues
- Copy of last Routine Inspection Report
- Copy of any Insurance Policy or Certificate of Currency of Insurance held in the Lessor's name
- Copy of current and last month's Owner ledger
- Any Certificate of Compliance for any aspect of the Premises eg Pool Safety Certificate
- Any other item, document or information relating to the Property, Lessor or Tenancy

We thank you for your assistance. If you have any queries regarding the above matter, please do not hesitate to contact me via [beachsidepropertyrentals.com.au](http://beachsidepropertyrentals.com.au) or phone Beachside Property Rentals , on 0438409842.

Yours faithfully,

**BEACHSIDE PROPERTY RENTALS**

**BEACHSIDE *Property rentals***