Your Name

Address

Date

Attention:

REAL ESTATE AGENTS NAME

Dear

RE – xxxxxx

I write to advise that I wish to cancel my management agreement with your office, giving you the required …… day’s notice, regarding the management of the above property, effective ………..

Would you kindly arrange to provide Suncoast Property Management all necessary documents on ………..

* Copy of current lease
* Tenant ledgers showing paid to date
* Entry condition report
* Most recent inspection report
* Transfer of agent bond – Form 5
* Tenant phone contact numbers
* All keys

I thank you for your assistance in the past.

Regards,