

# Transfer of Management Form

***This form must be completed in full, submitted and processed by Roberts Real Estate prior to any property transfer proceedings being initiated by the registered property owner/owners***

Owner/s Full Name: .....

Address of property to now be managed by Roberts Real Estate: .....

*I/we advise that I/we have instructed Roberts Real Estate to manage the above property. Please accept this as notice to commence the handover process.*

Signed by the owner/s: .....

Date: .....

## CURRENT MANAGING AGENTS DETAILS

PM Name: .....

Company: .....

**(Office Use Only) In accordance with the owner's instructions we will collect all relevant documents regarding the property and tenancy and keys on .....**

<p><b>NOTES</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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