

Property Management Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Management Company Name]

[Property Management Company Address]

[City, State, Zip Code]

Subject: Termination of Property Management Services

Dear [Property Management Company Name],

I hope this letter finds you well. I am writing to formally terminate the property management services provided by your company for my property located at [Property Address]. As per the terms of our agreement, I am providing [X weeks/months] notice of termination, with the termination date being [Termination Date].

Please consider this letter as a formal request to terminate the property management agreement signed on [Agreement Start Date]. While I have appreciated the services provided by your company during the duration of our agreement, I have decided to pursue a different direction for the management of my property.

In light of the termination, I kindly request the following actions to be taken:

1. Handover of all necessary documents: Please provide all relevant documents, including rental agreements, tenant records, financial records, and maintenance reports, pertaining to the property being managed.
2. Final Inspection: I request a final inspection of the property to assess its condition and ensure that all required maintenance and repairs have been properly addressed before the handover.

3. Tenant Communication: Please inform the current tenants of the change in management and provide them with updated contact information for the new property management company, if applicable.

4. Transfer of Funds: Ensure that any funds held by your company on my behalf are promptly transferred to my designated account upon the termination date.

I understand that there may be pending matters that need to be resolved before the property management can be fully transitioned to a new company. I am willing to cooperate and provide any assistance required during this process.

I kindly request that you acknowledge receipt of this termination letter and confirm the actions that will be taken to facilitate the smooth handover of property management responsibilities.

Thank you for your cooperation throughout our agreement, and I wish you success in your future endeavors.

Sincerely,

[Your Name]

[Property Owner's Signature if sending a printed letter]