

Notice to Terminate Property Management Agreement

Date

Name: _____

Address: _____

City, State: _____

Dear _____:

This letter is to notify you that the undersigned is terminating the property management agreement signed with your company, _____ on the ___ day of _____, 20___. This termination extends to the unit(s) located at _____.

The specific reason(s) for terminating this agreement are as follows: _____
_____.

In accordance with the Property Management Agreement, this agreement shall terminate at the following time:

- On the ___ day of _____, 20___.

- Effective Immediately.

- No later than ___ days after the Agent's receipt of this notice.

- _____.

As a result of this termination, your company is required to complete the following:

- Inform tenants of the change and direct all contact and payments to _____.

- Return the following items: _____.

- Provide an accounting of all outstanding services and contracts.

- Return any trust funds and provide a final accounting of all income and expenditures.

These requirements must be completed by the close of business on _____. Thank you for your services. If you have any questions or concerns regarding the contents of this notice, feel free to call me at _____ or email me at _____.

Sincerely,

Signature

Printed Name