

## Transferring Managing Agency Checklist

1. Make contract with your new chosen agent, agree on fees and charges.
2. Sign a managing agency agreement with your new agent.
3. You can then arrange to make contact with your current managing agent. Your current managing agent should advise you of any fees outstanding.
4. Your new agent then has permission to contact the existing agent, usually via email Cc'ing you in, to arrange the transfer of management. This also includes the new agent arranging to collect the keys and tenancy files.
5. Your new agent will familiarise themselves with your property and the tenants, introduce themselves, and make arrangements so that the rental payments are made to the new agent's trust account.
6. Your new agent will arrange to inspect the property and update you on any items outstanding.
7. The management is in new and safe hands, easy as that!