



**FIRST CHOICE REALTY**  
**PROPERTY MANAGEMENT**

## CHANGE OF AGENCY FORM

Date: .....

### LANDLORD/PROPERTY OWNER DETAILS:

Name: .....

Phone: ..... Email: .....

### PROPERTY DETAILS:

Address of Rental Property: .....

### CURRENT MANAGING AGENT:

Agency Name: .....

Contact Person: ..... Phone: .....

### NEW MANAGING AGENT:

**First Choice Realty Property Management**

Contact: .....

Phone: ..... Email: .....

### EFFECTIVE DATE OF CHANGE:

.....

### LANDLORD/OWNER AUTHORIZATION:

I, the undersigned, hereby authorise the transfer of management of my property listed above from the current managing agent to First Choice Realty Property Management, effective from the date listed above.

I authorise First Choice Realty ACT to act on my behalf in all matters relating to the management of the property, including collection of rental payments, maintenance coordination, and communication with tenants.

I understand that it is my responsibility to notify the current managing agent as per the management agreement terms, including observing any required notice period.

Landlord/Owner Signature: ..... Date: .....

### OFFICE USE ONLY (FIRST CHOICE REALTY PROPERTY MANAGEMENT)

- Management Agreement Signed
- Keys Collected
- Tenant Details Transferred
- Current Lease Documents Obtained
- Initial Property Inspection Scheduled