

# 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