



**PREMIUM PLUS**  
REAL PROPERTY MANAGEMENT INC.

762 Upper James St., Suite 210 Hamilton , ON L9C 3A2 **Tel** (289) 239-7172 **Fax** (289) 239-7174  
info@premiumplusinvestments.ca | www.premiumplusinvestments.ca

**TRANSFER OF PROPERTY MANAGEMENT COMPANY FORM**

This is to notify the existing Property Management Company that their agreement for managing the properties listed below is being terminated in accordance with the notice required under the original management agreement. Here forth, Premium Plus Real Property Management Inc. shall be the agency appointed as the new property managing company. Please ensure that the following items are handed over to the new agency representative as indicated in the list below.

**Existing Property Management Company Details:**

Agency Name: \_\_\_\_\_ Agency Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Property Address:**

Address # 1: \_\_\_\_\_

Address # 2: \_\_\_\_\_

Address # 3: \_\_\_\_\_

**Transfer of Company Notification Date Effective:**

Items below to be handed over to Premium Plus Real Property Management Inc. before 12:00 noon \_\_\_\_\_

- 1: Copy of Tenants ledger, Unit No., Move in Date, Rent Amount, Tenant contact numbers and email address.
2. Copy of any Tenant arrears, legal notices issued, date of last rent increase.
3. All keys or access items, any method of payment information slips or void cheques.
4. Copies of warranty documents and appliance instructions.
5. Details of any outstanding repairs/maintenance issues.
6. Copies of any insurances policies held in the residents name.
7. Copies of any pending Landlord/Tenant Board documents

**LANDLORD INFORMATION:**

Name # 1 \_\_\_\_\_ Signature: \_\_\_\_\_

Name # 2 \_\_\_\_\_ Signature: \_\_\_\_\_

\*\* To commence we inspect the property and tenant base to carry out an initial property management report which includes a comprehensive financial and physical assessment of the property. We examine potential areas of improvement, expense reduction and identify opportunity for further available revenue sources. Our team performs a full review of your building in order to maximize the return on the value of your investment.

