**Changing Property Management Companies Sample Letter**

*Copy & Paste the information below into your email with the required information filled in.*

Dear **[Company Name]**,

Please accept this as my 30 day notice to end our property management agreement for the property located at **[Address]**. A representative from GDAA Property Management will be in contact with you shortly to coordinate the transition of management. Please provide GDAA Property Management, the following items: all keys, cards and or openers, tenants security deposit, the owners reserves, copies of the lease and any renewal documents, condition and inventory form, and any outstanding invoices.

Thank you,

**[Owner name]**

**[Date]**