

## Instructions

### Discontinuing Service – Current Property Manager

Below is a standard letter you can use to advise your current property manager that you are discontinuing their services. Most property management agreements require a minimum of 30 days written notice. However, many times this can be worked around when it is in both parties best interest.

Type your own letter. We have highlighted the areas that you will probably want to change.

# SAMPLE LETTER

**Property Managers Name**  
**Current Management Company**  
**Street Address**  
**City, State Zip**

**Date**

Re: **Your rental property address**

Dear **Property Managers Name**;

I wish to terminate my management agreement with you and your company. If you have collected rents for     **MONTH**    , please pay any outstanding expenses, deduct your commission and forward me a closing statement along with the balance of the rents.

I have employed the management services of the Atlas Group LC for the above referenced property. They will contact you and arrange a convenient time to pick up the current rental agreements, keys and any other pertinent articles including all security deposits that you are holding in the tenant's behalf. If you wish, you may contact them at 4033 W. Charleston Blvd., Las Vegas, NV 89102 Office-(702) 387-1354 Fax-(702)387-1288, email atlas@property-mgmt.com.

Thank you for your time and attention.

Sincerely,

**Your Name**  
**Your Address**