**Switch Letting Agent Checklist**

When terminating your contract with a letting agent, you’ll need several documents to switch to a new agency. You may have these in your own records or may need to request them from your agent.

* Tenancy agreement
* Tenant referencing reports
* Deposit certificate
* Tenant ID and contact information
* Signed inventory and schedule of condition
* Mid-term inspection reports
* Gas safety certificate
* Electrical installation condition report
* Energy performance certificate

*On the next page is a sample termination letter to post or email to your current letting agency. Replace the parts in* ***BOLD CAPITALS*** *with the relevant information.*

  **LETTING AGENCY ADDRESS**

**DATE**

Re: Management of **RENTAL PROPERTY ADDRESS**

Dear **NAME OF CONTACT,**

I am writing to provide official notice to cancel the management contract of **RENTAL** **PROPERTY ADDRESS** with **LETTING AGENCY** as of the **DATE OF TERMINATION**.

Please provide confirmation of this in writing. My new letting agency will be contacting you shortly to facilitate the switching process.

In the meantime, please email me a copy of the following documents.

* Tenancy agreement
* Tenant referencing reports
* Deposit certificate
* Tenant ID and contact information
* Signed inventory and schedule of condition
* Mid-term inspection reports
* Gas safety certificate
* Electrical installation condition report
* Energy performance certificate

Yours sincerely,

**YOUR NAME**