

## SWITCHING PROPERTY MANAGERS

### Is it easy to change property management and can I change at any time?

**YES.** To change management companies is extremely easy and you can do it at any time, not just when a lease expires. At MKB, not only do we minimise the time required by you in the process, we also remove the awkward conversation that can occur with your existing manager when you tell them you're transferring management.

### SWITCHING PROPERTY MANAGERS HAPPENS IN THREE EASY STEPS:

#### 1. Provide written notice to your current agency

We will provide you with an email that you can send to your current Property Manager. All you need to do is send and then we take over all communications once your property manager acknowledges receiving your termination advice. Typically, the transfer process takes 30 days, unless otherwise agreed.

#### 2. Sign new paperwork

We will prepare and send a new Management Agreement for you to sign. Once we signed, we can proceed with the handover process with your current agency.

#### 3. Handover from existing agent

MKB will contact your existing manager to inform them of the change and coordinate a time to collect the management file and keys. It is not necessary for you to contact your current agent after you send the email advising of the transfer.

And that is it! Once we collect the file from your previous manager, we will reach out to the tenant to introduce ourselves and provide them with our details and new payment information for their rent. We will arrange an inspection within the first 30 days of us taking over, and then continue with quarterly routine inspections.

