

To:

Postcode:

Dear Sirs,

Postcode:

Please be advised with immediate effect that full management of the above noted property has been transferred to Northwood. Please accept this letter as my written authority to release the file regarding my property including all tenancy documentation together with but not limited to keys, references, tenancy agreement, inventory, photographs, all safety certificates, EPC certificate, EICR certificate, legionella risk assessment, proof of How to Rent Guide and any other document relating my property to Northwood within the next 7 days.

Signed:

Print Name(s):

Date: / /