



REIQ Accredited Agency

# Notice of Assignment of Appointment

**NOTE TO AGENT: Written notice of the assignment must be given within 14 days after the assignment**

Issued to:

**CLIENT/S**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The purpose of this notice is to advise the Client/s that the following appointment:

*(Describe appointment - include parties names, nature of the appointment and date)*

("the Appointment")

was assigned to the 'New Agent', as identified below on \_\_\_\_\_ *(insert date of assignment)*

without any change to the terms of the Appointment.

## DETAILS OF ASSIGNEE - NEW AGENT

As your New Agent, we are pleased to provide you with the following contact and revocation information:

Name of agent *(insert licensee name and trading name)*

Name of relevant contact person:

Registered office address:

Street Address: *(if different to above)*

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**The Appointment may be revoked by the Client by giving the New Agent at least 30 days written notice or less where mutually agreed.**