

[click here to insert name field]
[click here to insert address field]

Dear [click here to insert name field]

FAILURE TO RETURN CONDITION REPORT
[click here to insert property field]

The PPMsystem is customised to each States terminology and legislation

This is to advise that on behalf of the Landlord (as the managing agent) we have received your returned signed copy of the Condition Report.

It is important to note that it is a legal requirement that this report be returned within seven (7) working days.

Your failure to return the Condition Report will now result in our agency's report being retained as the true and correct copy.

At the end of the tenancy we will refer to this document when finalising the bond.

Should there be a genuine reason for you not returning the Report, we will require you to submit a letter stating your reasons for the delay.

Please feel welcome to contact our agency should you wish to discuss this matter in further detail.

We assure you of our very best service and attention at all times.

Yours faithfully,
[click here to insert company name field]

[click here to insert name field]
Property Manager
Optional email-return address for correspondence: