

Letter to the outgoing manager: everything you need to ask for in writing

Model letter to give notice of the end of the management contract and ask the departing manager for future bookings, the final settlement, the listings, the keys and the paperwork.

Reviewed on 6 October 2026 · Applies to: good management practice, not a legal rule

When you change manager, whatever is not requested in writing gets lost along the way: bookings nobody looks after, a final settlement that never arrives or listings that are not yours. This model gives the end date and asks for everything at once, with a date to reply by.

Anyone managing on your behalf is obliged to **account for their operations and hand over whatever they have collected** (art. 1720 of the Civil Code). The full order of the change is in [How to change manager](#).

Compulsory = required by a rule (which one is stated). Recommended = good practice. Depends on your case = only if the situation applies.

Before sending it

- ☐ Read your contract: notice period, minimum term or penalty, and what it says about listings and future bookings. **RECOMMENDED**
- ☐ Choose the new manager and agree the date of the change before telling the current one. **RECOMMENDED**
Ideally in low season and between two bookings, so the flat is never left without anyone, not even for a day.
- ☐ Check whose name the listings are in and who is listed as holder of the operation with the Junta. **RECOMMENDED**
What can be transferred depends on it. We explain it in [Whose name should the listings be in?](#)
- ☐ Make your own list of confirmed bookings from the date of the change: channel, dates, amount and who has been paid. **RECOMMENDED**
- ☐ Send it in writing, by a method that records the date, and keep a copy. **RECOMMENDED**

Starting details

Outgoing manager: name or company, tax number and email

Date of the management contract and notice clause

End date of the management

Deadline for receiving the reply

New manager (if you already have one) and start date

The letter

[TOWN], [DATE]

For the attention of [NAME OF THE MANAGER OR COMPANY], tax number [TAX NUMBER].

Subject: end of the management contract for the home located at [FULL ADDRESS], registration code [VUT/MA/... CODE].

I, [FULL NAME], ID number [NUMBER], owner of the above home, hereby give notice that, in accordance with clause [NUMBER] of the management contract signed on [CONTRACT DATE], the management will end on [END DATE]. From that date the home will be managed by [NAME OF THE NEW MANAGER / THE OWNER], who will notify the Junta de Andalucía of the change of holder before that date.

So that the change can be made without harming any guest, I request that the following be provided to me in writing before [DEADLINE]:

- ☐ List of confirmed bookings from [DATE]: channel, booking code, dates, guests, amount, what has been collected and who holds it.
Including direct bookings and any advance payments collected for them.
- ☐ Proposal for who looks after each booking until the end date and how each one is collected.
On Airbnb, bookings do not move to another account. On Booking, payouts issued after a transfer go to the new holder.
- ☐ Final settlement booking by booking up to the end date: pending platform payouts, cleaning, expenses and commission.
The manager must account for their operations and hand over what they have collected (art. 1720 of the Civil Code).
- ☐ Handover of advance payments collected for direct bookings, or their transfer to the new manager.
That money belongs to the owner (art. 1720 of the Civil Code).
- ☐ Invoices for all expenses charged and for the management commission.
Every expense has a supplier receipt.
- ☐ Listings in my name: removal as co-host or collaborator on [DATE] and agreement on the commission for bookings already sold. **DEPENDS ON YOUR CASE**
- ☐ Listings in your name: start the property transfer on Booking and look after your Airbnb bookings until the last check-out. **DEPENDS ON YOUR CASE**
Only whoever has the Booking property in their name can start the transfer. Airbnb does not allow a listing to be moved to another account.
- ☐ Original files of the listing photos, in high resolution, if they are mine under the contract. **DEPENDS ON YOUR CASE**
- ☐ All keys, remotes and cards, and the codes for locks and key boxes, in a signed handover record.
The codes are changed afterwards.
- ☐ Confirmation that all guests up to the end date have been reported to SES.Hospedajes, and access to the account if it is mine.
Guest registration is reported within 24 hours of each check-in.
- ☐ A copy of the licence documents and of any notification or formal request received from the Junta.
If they are listed as holder of the operation, notifications go to them.
- ☐ An undertaking not to file a cessation of activity with the Junta: the new holder will notify the change of holder.
Cessation cancels the registration. The correct step is a change of holder (procedure 7267).
- ☐ Passwords for the Wi-Fi and utility accounts, if you managed them, and the signed inventory.

Closing

I look forward to your written reply before the date indicated, so that we can close the final settlement with a document signed by both parties.

Kind regards,

[SIGNATURE]

[FULL NAME]

[PHONE AND EMAIL]

Follow-up

Date and method of sending

Date of the reply

What is still to be received

Guidance template: this is not a legal document. Adapt it to your case and to what your contract says; if there is a dispute with the manager, consult a lawyer.

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Sources

- Civil Code, articles 1720, 1733, 1735 and 1737 (agency: rendering of accounts, revocation and resignation) (consolidated text, BOE) (in Spanish) — <https://www.boe.es/buscar/act.php?id=BOE-A-1889-4763>
- Junta de Andalucía: procedure sheet 7267, notification of change of holder (in Spanish) — <https://www.juntadeandalucia.es/servicios/sede/tramites/procedimientos/detalle/7267.html>
- Decree 143/2014 on the Andalusian Tourism Register, article 6.2.b: changes of holder are notified in advance (Junta consolidated text) (in Spanish) — <https://www.juntadeandalucia.es/sites/default/files/inline-files/2023/06/Decreto%20143-2014%2C%20de%2021%20de%20octubre%20registro%20de%20turismo%20de%20andalucia.pdf>
- Booking.com Partner Help: what to do when your property changes ownership — <https://partner.booking.com/en-gb/help/registration-getting-started/partnership/what-do-when-your-property-changes-ownership>
- Airbnb: merge accounts or transfer them to someone else (bookings are not transferred) (in Spanish) — <https://www.airbnb.es/help/article/1431>
- Airbnb: remove a co-host from your listing (in Spanish) — <https://www.airbnb.es/help/article/1632>