

Date: [Insert Date]

[Landlord/Seller Name]

[Address]

[City, State, Zip Code]

[Tenant/Buyer Name]

[Address]

[City, State, Zip Code]

**Subject: Notification of Joint Financial Review for Rent-to-Own Transition**

Dear [Name],

Pursuant to the Rent-to-Own agreement dated [Insert Original Agreement Date] for the property located at [Insert Property Address], this letter serves as formal notice to initiate our scheduled Joint Financial Review.

As we approach the potential transition from the rental phase to the purchase phase, the purpose of this review is to:

- Verify current credit scores and financial standing.
- Review the total amount of rent credits accumulated to date.
- Assess mortgage pre-approval status and financing options.
- Confirm the timeline for the final exercise of the purchase option.

Please provide your availability for a meeting to discuss these items during the week of [Insert Date]. Prior to our meeting, please have the following documentation ready for review:

- Updated credit reports.
- Proof of income/employment.
- Record of all rent payments made to date.
- Any preliminary bank correspondence regarding home financing.

We look forward to collaborating on this next step toward property ownership.

Sincerely,

[Your Signature]

[Your Printed Name]