

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Outgoing Property Manager/Management Company]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Management Transition for [Property Address]**

Dear [Name of Outgoing Manager],

Please be advised that effective [Date], management services for the property located at [Property Address] will be transferred to [New Management Company Name/Self-Management].

To ensure a smooth transition and the maximum return of property assets and records, please provide the following items no later than [Deadline Date]:

- All active tenant leases, addendums, and renewal documents.
- Current tenant rent roll and detailed ledger of payment history.
- Security deposit funds and a detailed accounting of held deposits.
- Keys to all units, common areas, mailboxes, and mechanical rooms.
- Remotes for gates or garage doors.
- All maintenance records, warranties, and service contracts.
- Owner's funds and final financial statements.
- Contact information for all current utility providers and vendors.

Please direct all future inquiries and deliver the physical items mentioned above to:

[Name of Receiver]  
[Delivery Address]  
[Phone Number]  
[Email Address]

We appreciate your cooperation in facilitating an organized and professional handover of this property.

Sincerely,

[Your Signature]  
[Your Printed Name]