

[Current Date]

[Property Manager Name/Company Name]

[Address]

[City, State, Zip Code]

Re: Notice of Change in Property Ownership and Management Authority

Dear [Property Manager Name],

This letter serves as formal notification regarding a change in the management and ownership status of the property located at: **[Property Address]**.

Pursuant to a legal divorce decree dated [Date of Decree], full ownership and management authority of the aforementioned property has been transferred to:

[Name of Individual Retaining Property]

[Mailing Address]

[Phone Number]

[Email Address]

Effective [Transition Date], please note the following instructions:

- **Authorized Contact:** [Name] is now the sole point of contact for all decisions regarding this property.
- **Contract Update:** Please update your records and any existing management agreements to reflect this change in ownership.
- **Financials:** All rental income, reports, and financial correspondence should be directed to [Name] at the address provided above.
- **Previous Owner:** [Name of Ex-Spouse] is no longer authorized to make decisions or receive confidential information regarding this property.

Attached to this letter, please find a [copy of the Quitclaim Deed / relevant excerpt of the Divorce Decree] for your records.

Please acknowledge receipt of this letter and confirm when your records have been updated. If you require further documentation or a new management agreement, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]