

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been sold. Effective [Date of Sale], the new owner is [New Owner Name].

Please be assured that this change in ownership does not affect the terms and conditions of your current lease agreement. All existing lease terms, including your monthly rent amount and expiration date, remain in full force and effect.

Management and Maintenance

The property will now be managed by [New Management Company Name]. For all future inquiries, maintenance requests, or concerns, please use the contact information below:

- **Contact Person:** [Contact Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Address:** [Office Address]

Rent Payments

Beginning [Date of First Payment to New Owner], all rent payments should be made payable to [Entity Name]. Payments can be submitted via the following method:

- [Online Portal Link or Instructions]
- [Mailing Address for Checks]

Security Deposit

Your security deposit in the amount of \$[Amount] has been successfully transferred to the new owner and will continue to be held in accordance with local laws and your lease agreement.

Thank you for your cooperation during this transition. We appreciate having you as a tenant.

Sincerely,

[Seller Name/Signature]

[Former Management Company]

[Buyer Name/Signature]

[New Management Company]