

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

Notice of Change in Property Management

Dear [Tenant Name],

This letter is to formally notify you that the management of the property located at [Property Address] will be transitioning from [Old Management Company Name] to [New Management Company Name] effective [Date of Transition].

Rent Payments:

Starting [Date], all rent payments should be made payable to [New Management Company Name]. Please send payments to the following address or use the online portal provided below:

Address: [New Payment Address]

Online Portal: [Website URL]

Maintenance Requests:

For all non-emergency maintenance requests, please use the following contact information:

Phone: [New Maintenance Phone Number]

Email: [New Maintenance Email Address]

Emergency Contact:

For after-hours emergencies, please contact [Emergency Phone Number].

Security Deposit:

Please be advised that your security deposit has been transferred to [New Management Company Name] and will continue to be held in accordance with your lease agreement and local laws.

All other terms and conditions of your existing lease agreement remain in full force and effect.

Sincerely,

[Your Name/Company Name]

[Contact Phone Number]

[Contact Email]