

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date of Transfer], the new owner of the property is [New Owner Name].

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all rent payments should be made payable to [New Payee Name].
- **Payment Method:** Payments should be sent to the following address: [New Payment Address] or via [Online Portal Link/Method].
- **Maintenance Requests:** For all future maintenance requests or emergencies, please contact [New Manager Name] at [Phone Number] or [Email Address].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your lease agreement and local laws.

All other terms and conditions of your current lease agreement remain in full force and effect. Your existing lease will be honored by the new ownership.

Thank you for your cooperation during this transition. If you have any questions, please feel free to contact us.

Sincerely,

[Current Owner/Manager Signature]
[Current Owner/Manager Name]

[New Owner/Manager Signature]
[New Owner/Manager Name]