

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Change of Ownership and Management

Dear Tenant(s),

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

Please note the following changes regarding your tenancy:

- **Management:** Your new point of contact for all property-related matters, including maintenance requests and inquiries, is [New Manager Name].
- **Rent Payments:** Starting [Date of First Payment to New Owner], all rent payments should be made payable to [New Payee Name].
- **Payment Method:** Payments should be sent via [Payment Method, e.g., Online Portal Link, Check to Mailing 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 through its expiration date of [Lease End Date].

If you have any questions regarding this transition, please contact [Name] at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Previous Owner/Manager]

[Printed Name of Previous Owner/Manager]

[Signature of New Owner/Manager]

[Printed Name of New Owner/Manager]