

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Change of Ownership and Management

Dear [Tenant Name],

Please be advised that the property located at [Property Address] has been sold. Effective as of [Date of Sale], the ownership has transferred from [Former Owner Name] to [New Owner Name].

This change does not affect the terms and conditions of your current lease agreement. All existing lease provisions remain in full force and effect. However, please note the following changes regarding rent payments and maintenance requests:

1. Rent Payments:

Starting from [Date of First Payment to New Owner], all rent payments should be made payable to [New Payee Name]. Payments should be sent to the following address:

[New Payment Address or Online Portal Instructions]

2. 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 and local laws.

3. Maintenance and Management:

For all future maintenance requests or management inquiries, please contact:

Contact Name: [Name]

Phone Number: [Phone Number]

Email: [Email Address]

We look forward to maintaining a positive relationship. If you have any questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Your Name/Company Name]

[Title/Capacity]

[Contact Information]