

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Transfer of Property Management**

Dear [Tenant Name],

Please be advised that the property management of your rental unit at [Property Address] is being transferred from [Current Management Company Name] to [New Management Company Name], effective [Date of Transfer].

Starting on [Date of Transfer], all rent payments, maintenance requests, and general inquiries should be directed to the new management office at the following contact information:

**New Management Company:** [New Company Name]

**Address:** [New Company Address]

**Phone Number:** [New Phone Number]

**Email Address:** [New Email Address]

**Website/Portal:** [Link to Portal, if applicable]

**Rent Payments:**

Please ensure that your rent payment for [Month/Year] and all future payments are made payable to [New Management Company Name]. If you have set up automatic recurring payments with the previous manager, please cancel them and set up your new payment method with the new management team by [Date].

**Security Deposits:**

Your security deposit has been transferred to [New Management Company Name] and will continue to be held in accordance with the terms of your original lease agreement and local laws.

**Maintenance Requests:**

Any existing maintenance requests that have not yet been resolved have been documented and shared with the new team. For any new issues after [Date of Transfer], please use the contact methods listed above.

Your current lease agreement remains in full force and effect. The terms and conditions of your tenancy have not changed; only the point of contact for management services is moving.

Thank you for your cooperation during this transition.

Sincerely,

[Signature]

[Name of Owner or Outgoing Manager]

[Company Name]