

Date: [Insert Date]

To All Residents of: [Insert Property Name/Address]

Unit Number: [Insert Unit Number]

Notice of Change of Ownership and Management

Dear Resident,

We are writing to formally notify you that [Insert Property Name/Address] has been sold. Effective [Insert Date], the new owner of the property is [Insert New Owner/Company Name].

Please be assured that this change in ownership does not affect the terms and conditions of your current lease agreement. All existing deposits and lease terms remain in full effect.

Rent Payments:

Starting [Insert Date], all future rent payments should be made payable to: [Insert Name/Entity]. Payments can be submitted via: [Insert Payment Method - e.g., Online Portal Link, Mailing Address, or Drop Box].

Maintenance and Repairs:

For all maintenance requests and emergencies, please contact: [Insert Name/Company].
Phone: [Insert Phone Number]
Email: [Insert Email Address]

Management Contact Information:

If you have any questions regarding your lease or the transition, please reach out to us at:
Contact Person: [Insert Name]
Office Hours: [Insert Hours]
Phone: [Insert Phone Number]

We look forward to maintaining a positive relationship and providing you with a great place to live.

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Company Name]