

Date: [Date]

[Property Management Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Change of Ownership for [Property Address]

Dear [Name of Property Manager/Contact Person],

This letter serves as formal notification that the property located at [Full Property Address] has been sold. Effective as of [Date of Sale/Transfer], the ownership has been transferred from [Seller/Former Owner Name] to [Buyer/New Owner Name].

Please take note of the following updates regarding the property management agreement and financial transactions:

- **New Owner Name:** [Full Legal Name of New Owner or Entity]
- **New Owner Tax ID/SSN:** [If applicable, or "To be provided via secure method"]
- **New Owner Mailing Address:** [Address, City, State, Zip]
- **New Owner Phone Number:** [Phone Number]
- **New Owner Email:** [Email Address]

Regarding future rental income and disbursements:

Starting from [Date], all rental proceeds and financial reports should be directed to [New Owner Name] via [Check/Direct Deposit/ACH]. Attached, please find the updated [W-9 Form/Banking Authorization Form] for your records.

Unless otherwise notified, all existing terms of the Property Management Agreement shall remain in effect, with the New Owner assuming all rights and obligations of the previous owner.

Please acknowledge receipt of this notice and confirm that your records have been updated accordingly. If you require any further documentation to complete this transition, please contact [Name] at [Phone/Email].

Sincerely,

[Seller/Former Owner Signature]

[Printed Name]

[Buyer/New Owner Signature]

[Printed Name]