

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Property Address]

RE: NOTICE OF CHANGE OF OWNERSHIP AND LEASE REASSIGNMENT

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. The ownership of the property has been transferred from [Former Owner/Landlord Name] to [New Owner/Landlord Name], effective as of [Closing Date].

As part of this sale, your current lease agreement dated [Date of Original Lease] has been legally assigned to the new owner. All terms, conditions, and expiration dates of your existing lease remain in full force and effect. You do not need to sign a new lease at this time.

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting from [Date], all future rent payments should be made payable to [New Owner or Management Company Name].
- **Payment Method:** Payments should be sent to the following address: [New Payment Address/Online Portal Link].
- **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 local laws and your lease terms.
- **Maintenance and Inquiries:** For all future maintenance requests or questions, please contact [Name/Company] at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Seller Name/Signature]

Former Owner/Agent

[Buyer Name/Signature]

New Owner/Agent