

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of the Rented Property]

Subject: Notice of Change of Landlord and Ownership

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold and the ownership has been transferred from [Previous Landlord Name] to [New Landlord Name], effective as of [Date of Transfer].

As a result of this transfer, your current lease agreement has been assigned to the new owner. Please note the following important changes regarding your tenancy:

1. Rent Payments: Starting from [Date of First Payment to New Owner], all future rent payments should be made to [New Landlord/Company Name].

Payment should be made via the following method:

[Insert Payment Instructions: e.g., Bank Transfer Details, Online Portal Link, or Mailing Address]

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 agreement and local laws.

3. Maintenance and Contact Information: For all future maintenance requests, inquiries, or notices, please contact:

- **Name:** [New Landlord or Property Manager Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Mailing Address:** [Mailing Address]

All other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Previous Landlord/Agent]

[Previous Landlord Name]

[Signature of New Landlord/Agent]

[New Landlord Name]