

DATE: [Insert Date]

TO: [Tenant Names] and All Other Occupants

PROPERTY ADDRESS: [Insert Full Property Address]

RE: NOTICE OF OWNERSHIP CHANGE AND TENANCY TRANSITION

Dear Occupants,

Please be advised that as of [Insert Date of Sale], the property located at [Insert Property Address] has been acquired by [Insert New Owner/Company Name] following a foreclosure sale.

1. New Ownership Information

The new owner of the property is [Insert Owner Name]. All future communications regarding your occupancy should be directed to:

- **Contact Name:** [Insert Name/Property Manager]
- **Phone Number:** [Insert Phone Number]
- **Email:** [Insert Email Address]
- **Mailing Address:** [Insert Mailing Address]

2. Rental Payments

Effective immediately, all rent payments should be made payable to [Insert Payee Name]. Do not send further payments to the previous landlord or mortgage holder. Please send payments to the following address: [Insert Payment Address].

3. Lease Status and Documentation

If you have an existing written lease agreement, please provide a complete copy of the lease and proof of your last two rent payments to the contact person listed above within [Insert Number] days. This will assist us in transitioning your account accurately.

4. Security Deposits

We are currently reviewing records regarding security deposits. If you have documentation regarding a security deposit paid to the prior owner, please include a copy with your lease documentation.

5. Next Steps

A representative will be contacting you shortly to discuss the future of your tenancy and to arrange an inspection of the property. Please continue to maintain the property in good condition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]