

DATE: [Insert Date]

TO: All Occupants/Tenants

PROPERTY ADDRESS: [Insert Full Property Address]

RE: ADVISORY NOTICE REGARDING CHANGE IN OWNERSHIP

Dear Occupant,

This letter is to formally advise you that the property located at the address above has been foreclosed upon. As of [Insert Date], the new owner of the property is [Insert New Owner/Entity Name].

Regarding Your Occupancy:

- If you are a tenant with a valid lease agreement, please provide a copy of your lease and proof of your most recent rent payment to the contact person listed below within [Insert Number] days.
- If you are the former owner, please be advised that your legal right to occupy the premises has expired.

Next Steps:

The new owner wishes to discuss the future status of the property with you. We would like to determine if you intend to vacate the premises voluntarily or if you are interested in a temporary relocation assistance program, if applicable.

Please contact our representative immediately to discuss your move-out date or lease status:

Contact Name: [Insert Name]

Company: [Insert Company Name]

Phone Number: [Insert Phone Number]

Email: [Insert Email Address]

Failure to respond to this notice may result in the commencement of legal eviction proceedings in accordance with local and state laws.

Sincerely,

[Your Name/Signature]

[Your Title/Role]

[Your Company]