

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

**Subject: NOTICE OF CHANGE OF OWNERSHIP AND TENANT RIGHTS**

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] was sold on [Date of Sale]. The new owner of the property is [New Owner/Company Name].

### **1. Lease Agreement Status**

Please be advised that your current lease agreement remains in full force and effect. The change in ownership does not terminate your lease or change your existing terms, including your monthly rent amount and expiration date. The new owner is legally obligated to honor the terms of your existing contract.

### **2. Security Deposit**

Your security deposit in the amount of \$[Amount] has been successfully transferred to the new owner. They are now responsible for the holding and eventual return of these funds in accordance with your lease and local laws.

### **3. Rent Payments**

Effective [Date], all future rent payments should be made to:

**Payable to:** [Name/Entity]

**Payment Method:** [Check/Online Portal/Other]

**Mailing Address/Link:** [Address or Website]

### **4. Maintenance and Contact Information**

For all maintenance requests or property inquiries, please contact the new management at:

**Contact Person:** [Name]

**Phone Number:** [Phone Number]

**Email:** [Email Address]

### **5. Tenant Rights**

As a tenant, you retain all rights provided under state and local landlord-tenant laws. This includes the right to a habitable living environment and proper notice (typically 24-48 hours) before the landlord or their agents enter your unit, except in cases of emergency.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[Your Title: e.g., Former Owner/Property Manager]