

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been acquired by [New Owner/Company Name], effective as of [Date of Sale/Transfer].

Please be advised of the following changes regarding your tenancy:

1. Rent Payments

Starting from [Date], all rent payments should be made payable to [New Owner/Management Name]. Please send payments to the following address:

[New Payment Address or Online Portal Link]

2. Maintenance and Emergencies

For all maintenance requests or emergency repairs, please contact [New Manager Name] at [Phone Number] or via email at [Email Address].

3. Security Deposits

Your security deposit has been successfully transferred to the new ownership and will continue to be held in accordance with your existing lease agreement and local laws.

4. Existing Lease Agreement

All terms and conditions of your current lease agreement remain in full force and effect. There is no need to sign a new lease at this time.

We look forward to maintaining a positive relationship with you. If you have any questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[Phone Number]

[Email Address]