[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

To: [Name of Executor]
[Executor's Address]
[City, State, Zip Code]

Re: Letter of Instruction for Real Estate Management

Dear [Name of Executor],

This letter provides specific instructions regarding the management and maintenance of my real estate properties in the event of my passing. These instructions are intended to assist you in your duties as Executor of my estate.

1. Property Inventory:
I currently own the following properties:
- [Property Address 1]
- [Property Address 2]

2. Immediate Actions:
- Ensure all properties are secured (change locks if necessary).
- Notify current property managers: [Manager Name and Contact].
- Continue all essential utility services (water, electricity, gas).
- Verify that property insurance policies remain active and premium payments are current.

3. Tenant Management:
- For rental properties, notify tenants of where to send future rent payments.
- Review existing lease agreements located at [Location of Files].
- Handle any urgent maintenance requests immediately to prevent property damage.

4. Financial Obligations:
- Please pay property taxes, mortgage payments, and HOA fees from the estate account.
- Mortgage Lender: [Bank Name] - Account Number: [Number].
- Tax Records can be found at: [Location].

5. Disposition Instructions:
- [Option A: It is my wish that the property at (Address) be sold as soon as practical.]
- [Option B: It is my wish that the property at (Address) be transferred to (Beneficiary Name).]

6. Service Providers:
- Landscaping/Lawn Care: [Name and Contact]
- Maintenance/Handyman: [Name and Contact]
- Insurance Agent: [Name and Contact]

Thank you for your assistance in managing these affairs.

Sincerely,

[Your Signature]
[Your Printed Name]