

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Change of Management and Servicing Transfer

Dear Tenant,

Please be advised that the management of the property listed above is being transferred from **[Old Management Company Name]** to **[New Management Company Name]**, effective **[Effective Date]**.

Beginning on the effective date, all rent payments, maintenance requests, and general inquiries should be directed to the new management team. Please update your records with the following contact information:

New Management Company: [Company Name]

Mailing Address: [Street Address, City, State, Zip]

Phone Number: [Phone Number]

Email Address: [Email Address]

Website/Tenant Portal: [Website URL]

Rent Payments:

Your rent payment for [Month/Year] and all future payments should be made payable to **[Entity Name]**. If you currently pay via automatic bank transfer, please update your settings immediately to reflect the new banking details provided below:

[Insert Payment Instructions/Portal Link Here].

Maintenance Requests:

For all non-emergency maintenance requests, please use [Portal/Email/Phone]. For after-hours emergencies, please call [Emergency Phone Number].

Security Deposit:

Please note that your security deposit has been transferred to and will be held by the new management in accordance with your existing lease agreement and local laws.

The terms and conditions of your current lease remains in full force and effect. We look forward to working with you.

Sincerely,

[Your Name/Representative Name]

[Title]

[Company Name]