

DATE: [Insert Date]

TO: [Insert Tenant Name]

PROPERTY ADDRESS: [Insert Property Address and Unit Number]

RE: NOTICE OF ASSIGNMENT OF RENTS AND DIRECTION TO PAY RENT TO LENDER

Dear [Insert Tenant Name],

Please be advised that [Insert Name of Lender/Assignee] ("Lender") is the holder of a mortgage and an Assignment of Leases and Rents regarding the multi-family property located at [Insert Property Address], in which you are a tenant.

Under the terms of the Assignment of Leases and Rents and the loan documents executed by your Landlord, [Insert Landlord/Borrower Name], the Lender is exercising its right to collect all rents and other sums due under your lease agreement effective immediately.

COMMENCING IMMEDIATELY, YOU ARE HEREBY DIRECTED TO:

- Pay all future rent payments and any other charges due under your lease directly to the Lender (or its designated agent) instead of your Landlord.
- Make all checks or money orders payable to: [Insert Payable To Name].
- Deliver or mail payments to the following address: [Insert Payment Address].

This direction is absolute and does not require the consent of your Landlord. Pursuant to the terms of the Assignment, payment of rent to the Lender shall satisfy your obligation to pay rent under your lease. Failure to comply with this demand may result in further legal action to collect such amounts.

This notice shall remain in effect until you receive written notification from the Lender to the contrary.

If you have any questions regarding this notice, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

cc: [Insert Landlord/Borrower Name]