

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of New Property Management

Dear [Tenant Name],

We are pleased to introduce [Company Name] as the new property management team for [Property Name/Address], effective as of [Start Date].

Our goal is to ensure that your living experience remains comfortable and well-maintained. Please take note of the following important information regarding your tenancy:

1. Rent Payments

Beginning [Date], all rent payments should be made to [Company Name]. You can pay your rent via:

- Online Portal: [Website URL]
- By Mail: [Mailing Address]
- In Person: [Office Address]

2. Maintenance Requests

For all non-emergency maintenance requests, please submit a ticket through the online portal or call our office at [Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

3. Contact Information

Your primary point of contact will be [Property Manager Name].

- Office Hours: [Hours, e.g., 9:00 AM - 5:00 PM]
- Email: [Email Address]
- Phone: [Phone Number]

All existing lease agreements and security deposits have been transferred to our records. Your current lease terms remain in full effect.

We look forward to working with you. Please do not hesitate to reach out if you have any questions during this transition.

Sincerely,

[Your Name]
[Your Title]
[Company Name]