

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: NOTICE OF LEASE ASSIGNMENT AND CHANGE OF OWNERSHIP

Dear [Tenant Name],

Please be advised that as of [Date of Sale/Transfer], the ownership of the property located at [Property Address] has been transferred from [Old Landlord Name] (the "Assignor") to [New Landlord Name] (the "Assignee").

As part of this transfer, your lease agreement dated [Original Lease Date] has been formally assigned to the New Landlord. The New Landlord has assumed all rights and obligations previously held by the Old Landlord. All terms and conditions of your existing lease remains in full force and effect.

Security Deposit:

Your security deposit in the amount of \$[Amount] has been transferred to the New Landlord and will continue to be held in accordance with the terms of your lease and local laws.

Rent Payments:

Effective [Date of First Payment to New Owner], all future rent payments should be made payable to [New Landlord/Management Company Name] and sent to the following address:

[New Payment Address or Instructions]

Maintenance and Inquiries:

For all future maintenance requests or questions regarding your tenancy, please contact:

Contact Name: [Name]

Phone: [Phone Number]

Email: [Email Address]

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Old Landlord/Assignor]

[Printed Name of Old Landlord]

[Signature of New Landlord/Assignee]

[Printed Name of New Landlord]