

[Date]

[Resident Name]

[Unit Number]

[Property Address]

**Subject: Important Notice Regarding Change in Property Management**

Dear Resident,

We are writing to formally notify you that effective [Effective Date], the management of [Property Name] will transition to [New Management Company Name].

Our goal is to ensure a smooth transition with minimal disruption to your residency. Please take note of the following important updates:

- **Rent Payments:** Starting [Date], please direct all rent payments to [New Management Name]. You can pay via [Online Portal Link/Check Instructions].
- **Maintenance Requests:** For all new maintenance issues, please contact [New Maintenance Phone Number] or submit a request through [New Portal/Email].
- **Emergency Contact:** For after-hours emergencies, please call [Emergency Phone Number].
- **Lease Agreements:** Your current lease agreement remains valid and in effect. The terms and conditions of your lease will not change due to this transition.

The new management team will be reaching out shortly to introduce themselves and provide login credentials for the new resident portal.

If you have any immediate questions regarding this change, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]