

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: Notice of Change in Management and Introduction of On-Site Team

Dear Residents,

We are writing to formally announce that as of [Insert Effective Date], management responsibilities for [Insert Property Name] have been transferred to [Insert New Management Company Name].

We are excited to introduce your new on-site management team who will be dedicated to maintaining the community and assisting with your needs:

- **Property Manager:** [Insert Name]
- **Assistant Manager:** [Insert Name]
- **Maintenance Supervisor:** [Insert Name]

Office Hours and Contact Information:

Our office hours will be [Insert Hours, e.g., Monday-Friday, 9:00 AM to 5:00 PM]. You can reach us via the following methods:

- Phone: [Insert Phone Number]
- Email: [Insert Email Address]
- Emergency Maintenance: [Insert Emergency Number]

Rent Payments:

Starting [Insert Date], please direct all rent payments to [Insert Payment Method/Portal Link]. If you pay by check, please make them payable to [Insert New Entity Name].

Maintenance Requests:

Please continue to submit routine maintenance requests through [Insert Process, e.g., the new online portal]. For any urgent matters, please call the office directly.

Our team is committed to providing excellent service and ensuring a smooth transition. We look forward to meeting you soon.

Sincerely,

[Your Name/Title]

[Insert New Management Company Name]