

Date: [Date]

To: All Residents of [Property Name]

Subject: Notice of New Property Management

Dear Residents,

This letter is to formally notify you that effective [Effective Date], the management of [Property Name] will be handled by [New Property Management Company Name].

Our team is committed to providing excellent service and maintaining a comfortable living environment for all residents. Please take note of the following important updates regarding this transition:

- **Rent Payments:** Starting [Date], please direct all rent payments to [New Payment Instructions/Online Portal Link].
- **Maintenance Requests:** All new maintenance requests should be submitted via [Phone Number/Email/Portal].
- **Emergency Contact:** For after-hours maintenance emergencies, please call [Emergency Phone Number].
- **Office Hours:** Our management office will be open [Days of Week] from [Start Time] to [End Time].

Existing lease agreements remain in full effect. We will be reviewing all files and look forward to meeting you during our upcoming property walk-throughs.

If you have any immediate questions or concerns, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Representative Name]

[Title]

[New Property Management Company Name]