

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change in Property Management

Dear Tenant,

We are writing to formally notify you that effective [Effective Date], management of the property located at [Property Address] will be handled by [New Property Management Company Name].

Starting on the date above, please direct all inquiries, maintenance requests, and correspondence to the new management team using the contact information provided below:

Company Name: [New Management Company Name]

Primary Contact: [Name of Manager/Agent]

Phone Number: [Phone Number]

Email Address: [Email Address]

Office Address: [Physical Address]

Website/Portal: [URL for Online Portal]

Rent Payments:

Beginning [Date], all rent payments should be made payable to [Entity Name]. Payments can be submitted via:

- [Method 1: e.g., Online Portal]
- [Method 2: e.g., Check by mail to Office Address]

Maintenance Requests:

For all future maintenance issues, please contact [New Company] via [Phone/Portal/Email]. For after-hours emergencies, please call [Emergency Phone Number].

All existing lease terms and security deposits remain in full effect and have been transferred to the new management team. We are working closely with [New Management Company] to ensure a smooth transition.

Thank you for your cooperation.

Sincerely,

[Your Name/Previous Management Name]

[Title/Company]