

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: Introduction of New Property Management Team

Dear Residents,

We are pleased to announce that effective [Start Date], [Company Name] will be the new property management team for [Property Name]. Our goal is to provide exceptional service and ensure that your living environment remains comfortable, safe, and well-maintained.

What This Means for You:

- **Maintenance Requests:** Starting on [Start Date], please submit all maintenance requests via [Online Portal Link/Email/Phone Number].
- **Rent Payments:** Information regarding updated payment methods and the new resident portal will be sent to you by [Date]. Please continue to use existing methods until that time.
- **On-Site Staff:** You may see new faces around the property. Our lead Property Manager is [Name], and they can be reached at [Email Address].

Emergency Contact Information:

For after-hours maintenance emergencies, please call: [Phone Number].

We look forward to meeting you and becoming part of the [Property Name] community. We will be hosting a "Meet and Greet" on [Date] at [Time] in the [Location] and hope to see you there.

Sincerely,

[Your Name/Authorized Signatory]

[Title]

[Company Name]