

Date: [Insert Date]

Subject: Notice of Change in Property Management

Dear Residents,

Please be advised that effective **[Date of Transition]**, the management of **[Property Name/Address]** will be transitioning from [Old Management Company Name] to **[New Management Company Name]**.

We are committed to ensuring a smooth transition. Please take note of the following important updates regarding your tenancy:

1. Rent Payments:

Starting [Date], all rent payments should be made payable to [New Management Name]. You can pay your rent via:

- Online Portal: [Insert Website URL]
- Mail: [Insert New Mailing Address]
- In-Person: [Insert Office Address]

2. Maintenance Requests:

For all non-emergency maintenance requests, please use the new resident portal at [URL] or call [Phone Number]. For after-hours emergencies, please contact [Emergency Phone Number].

3. Contact Information:

The new management office contact details are as follows:

Name: [Property Manager Name]

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Insert Hours]

4. Existing Leases and Deposits:

Your current lease agreement remains in full force and effect. All security deposits have been transferred to the new management and will continue to be held in accordance with your lease and local laws.

A representative from [New Management Company] will be reaching out soon to introduce themselves. Thank you for your cooperation during this change.

Sincerely,

[Your Name/Ownership Name]

[Title]