

Date: [Insert Date]

Property Address: [Insert Property Address]

Subject: Important Notice Regarding New Property Management

Dear Residents,

We are pleased to introduce [Insert Company Name] as the new property management team for your residence, effective [Insert Effective Date].

Our goal is to ensure that your living experience remains comfortable and well-maintained. Please review the following important information regarding this transition:

### **1. Rent Payments**

Starting [Insert Date], all rent payments should be made to [Insert Company Name]. You can pay your rent through the following methods:

- Online Portal: [Insert Website Link]
- By Mail: [Insert Mailing Address]
- In Person: [Insert Office Address]

### **2. Maintenance Requests**

For all non-emergency maintenance requests, please use our online portal at [Insert Website Link] or call our office at [Insert Phone Number].

### **3. Emergency Contact**

For after-hours maintenance emergencies, please contact our 24/7 emergency line at: [Insert Emergency Phone Number].

### **4. Lease Agreements**

Please note that your current lease agreement and security deposit remain valid and have been transferred to our records. No action is required from you regarding your existing contract at this time.

### **5. Office Information**

Office Hours: [Insert Hours, e.g., Monday-Friday, 9 AM - 5 PM]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

We look forward to serving you. If you have any questions, please do not hesitate to contact us.

Best Regards,

[Your Name/Signature]

[Your Title]

[Insert Company Name]