

Date: [Date]

To: All Tenants of [Property Name/Address]

Notice of New Property Management

Dear Tenant,

This letter is to formally notify you that effective [Effective Date], the management of [Property Address] has been transferred to [New Property Management Company Name].

Please note the following changes regarding your tenancy:

1. Rent Payments:

Starting [Date of First Payment], all rent payments should be made payable to [New Company Name]. Payments can be made via:

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

2. Maintenance Requests:

For all non-emergency maintenance requests, please use the following method: [Phone Number/Email/Online Portal]. For after-hours emergencies, please call [Emergency Phone Number].

3. Lease Agreement:

All terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new management and remains protected.

4. Contact Information:

Our office hours are [Hours] and our contact details are:

- Phone: [Phone Number]
- Email: [Email Address]
- Office Address: [Physical Address]

We look forward to working with you to ensure a comfortable living environment.

Sincerely,

[Your Name/Signature]

[Title]

[New Property Management Company Name]