

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Welcome to [Property Management Company Name]

Dear Resident,

We are pleased to announce that, effective [Date], **[Property Management Company Name]** has been appointed as the new property management team for [Property Name/Address].

Our goal is to provide you with professional service and ensure that your living experience remains comfortable and enjoyable. Please take note of the following important updates regarding your tenancy:

- **Rent Payments:** Starting [Date], please make all rent checks payable to [Payee Name]. You can pay online at [Website URL] or mail payments to [Mailing Address].
- **Maintenance Requests:** For all non-emergency repairs, please submit a request through our online portal at [Link] or call [Phone Number].
- **Emergency Contacts:** For after-hours maintenance emergencies, please contact [Emergency Phone Number].
- **Lease Agreements:** All existing lease terms, security deposits, and agreements remain in effect.

In the coming days, we will be reaching out to introduce ourselves personally and to update our records. If you have any immediate questions or concerns, please feel free to contact us at [Email Address] or [Phone Number].

We look forward to having you as a resident.

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]