

Date: [Date]

To: All Residents of [Property Name]

Subject: Notice of New Property Management

Dear Residents,

We are pleased to introduce [New Property Management Company Name] as the new management team for [Property Name], effective as of [Start Date].

Our goal is to ensure a high quality of living for all residents through professional service and timely communication. Please take note of the following important updates:

1. Rent Payments: Starting [Date], please direct all rent payments to [New Payment Method/Portal]. Instructions for setting up your account are attached to this letter.

2. Maintenance Requests: For all non-emergency maintenance issues, please submit your requests via [Online Portal/Email/Phone Number]. For after-hours emergencies, please call [Emergency Phone Number].

3. Contact Information:

Office Address: [Address]

Phone Number: [Phone Number]

Email Address: [Email Address]

Office Hours: [Hours of Operation]

We look forward to meeting you. We will be conducting a brief walkthrough of the common areas in the coming days. If you have any immediate questions regarding your lease or the transition, please do not hesitate to contact us.

Sincerely,

[Your Name/Signature]

[Title]

[New Property Management Company Name]