

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

# Welcome Letter: Notice of Change of Ownership

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been sold. Effective [Date of Sale], the new owner is [New Owner/Company Name].

Please be assured that this change in ownership does not affect the terms of your current lease agreement. All existing lease conditions, including your rent amount and expiration date, remain in full force and effect.

## **Security Deposit:**

Your security deposit in the amount of \$[Amount] has been successfully transferred to us and will continue to be held in accordance with your lease and local laws.

## **Rent Payments:**

Effective [Date], all future rent payments should be made payable to [New Payee Name]. You can submit your payments via the following method:

[Insert Payment Instructions: e.g., Online Portal Link, Mailing Address, or Drop-off Location]

## **Maintenance and Requests:**

For all maintenance requests or property-related inquiries, please contact us at:

Phone: [Phone Number]

Email: [Email Address]

Emergency Contact: [Emergency Phone Number]

We look forward to having you as a tenant and aim to provide you with excellent service. If you have any questions regarding this transition, please do not hesitate to reach out.

Sincerely,

[New Owner/Manager Name]

[Company Name]

[Contact Information]