

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

Please be advised that the property located at [Property Address] has been sold. As of [Date of Sale], the new owner of the property is [New Owner Name/Company Name].

We want to assure you that the terms and conditions of your existing lease agreement remain in full effect. Your security deposit has been transferred to our accounts and remains protected according to local laws.

Rent Payments:

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

- Online Portal: [Website URL]
- Mail: [Mailing Address]
- In-Person: [Drop-off Location]

Maintenance and Emergencies:

For all repair requests, please contact us at [Phone Number] or [Email Address]. For after-hours emergencies, please call [Emergency Phone Number].

Property Inspection:

We would like to introduce ourselves and conduct a brief walk-through of the property on [Date] at [Time]. Please let us know if this time works for you.

We look forward to providing you with a high-quality living environment. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]

[New Owner/Management Company Name]

[Phone Number]

[Email Address]