

Date: [Date]

To All Residents of [Property Name],

Subject: Notice of Change in Property Management

Dear Residents,

We are writing to formally inform you that effective [Date], [Current Management Company Name] will no longer be managing [Property Name]. Management responsibilities will be transitioned to [New Management Company Name].

It has been a pleasure serving this community, and we want to thank you for your cooperation and residency during our time here. Our primary goal during this period is to ensure a smooth transition for all residents.

Please take note of the following important information:

- **Rent Payments:** Starting [Date], all rent payments should be directed to [New Management Company Name]. Please discontinue any automatic payments or ACH transfers set up through our current portal after your [Month] payment.
- **Maintenance Requests:** Any outstanding maintenance requests have been documented and shared with the new team. For new requests starting [Date], please contact [New Company Phone/Email].
- **Security Deposits:** All security deposits and lease files are being legally transferred to the new management company in accordance with local laws.
- **Contact Information:** The new management office can be reached at [New Management Phone Number] or via email at [New Management Email Address].

A representative from [New Management Company Name] will likely reach out to you shortly with further instructions regarding their online portal and specific office hours.

We wish you and the community the very best in the future.

Sincerely,

[Your Name/Company Representative]  
[Current Management Company Name]