

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

**RE: NOTICE OF CHANGE OF OWNERSHIP AND NEW RENT PAYMENT
INSTRUCTIONS**

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date of Transfer], the new owner of the property is [New Owner Name/Company Name].

Your current lease agreement remains in full force and effect. However, please be advised that all rent payments and maintenance requests should now be directed to the new management/owner.

New Payment Instructions:

Starting from [Date of First Payment to New Owner], please make your rent payments using the following method:

- **Payable To:** [Name to appear on checks/money orders]
- **Payment Method:** [e.g., Online Portal, Check, Bank Transfer]
- **Mailing Address (if applicable):** [Full Mailing Address]
- **Online Portal Link (if applicable):** [Website URL]

Security Deposit:

Please be informed that your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your lease terms and local laws.

Contact Information:

For all future inquiries, maintenance requests, or emergencies, please contact:

- **Contact Name:** [Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/New Owner Name]

[Your Title]