

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: Notice of New Ownership and Management

Dear Resident,

We are writing to formally introduce ourselves as the new owners of **[Insert Property Name]**. Effective **[Insert Date]**, the property will be managed by **[Insert Management Company Name]**.

We want to assure you that our primary goal is to provide a safe, comfortable, and well-maintained living environment. Please take note of the following important information regarding this transition:

1. Rent Payments

Starting on **[Insert Date]**, all rent payments should be made payable to **[Insert Payment Entity Name]**. You can submit your payments via:

- Online Portal: [Insert Website URL]
- In-person/Drop box: [Insert Address]
- Mail: [Insert Mailing Address]

2. Maintenance Requests

For all routine maintenance requests, please use the new online portal at **[Insert URL]** or call our office at **[Insert Phone Number]**. For after-hours maintenance emergencies, please contact **[Insert Emergency Phone Number]**.

3. Lease Agreements

Your current lease agreement and security deposit remain valid and have been transferred to the new ownership. All existing terms and conditions of your lease stay in effect.

4. Office Hours and Contact Information

Our management team is available during the following hours:

Monday - Friday: [Insert Hours]

Saturday - Sunday: [Insert Hours]

Email: [Insert Email Address]

We look forward to meeting you. Over the coming weeks, we will be reviewing the property to identify areas for improvement. We appreciate your patience and cooperation during this transition period.

Sincerely,

[Your Name/Signature]
[Title/Company Name]
[Phone Number]