

Date: [Insert Date]

To: All Residents and Tenants of [Insert Name of Residential Complex]

Subject: Notice of Change of Ownership and Management

Dear Residents,

This letter is to formally notify you that the residential complex located at [Insert Address] has been transferred from [Insert Name of Previous Owner] to [Insert Name of New Owner], effective as of [Insert Effective Date].

Please be advised of the following information regarding this transition:

- **Management:** Starting [Insert Date], the property will be managed by [Insert Name of Management Company].
- **Rent Payments:** Future rent payments should be made payable to [Insert Name] and sent to [Insert Payment Address/Online Portal Link].
- **Maintenance Requests:** For all maintenance issues, please contact [Insert Phone Number] or email [Insert Email Address].
- **Existing Leases:** All current lease agreements remain valid and the terms of your residency will continue under the new ownership.

The new ownership team is committed to maintaining a high quality of living for all residents. We look forward to working with you to ensure a smooth transition.

Should you have any questions regarding this change, please contact the management office at [Insert Contact Number].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Name of New Ownership Entity]