

Date: [Date]

To All Residents of: [Property Name/Address]

Subject: Notice of Change in Management and Rent Payment Instructions

Dear Resident,

This letter is to formally notify you that, effective [Date], the management of [Property Name] has been transferred to [New Management Company Name].

Starting [Date], all rent payments, maintenance requests, and inquiries regarding your lease should be directed to the new management office. Please update your records and payment methods accordingly.

New Rent Remittance Details:

- **Payable To:** [Name of Entity/Company]
- **Online Portal:** [URL for Online Payment, if applicable]
- **Mailing Address:** [Full Mailing Address for Checks]
- **Office Phone:** [Phone Number]
- **Office Email:** [Email Address]

If you currently have an automatic recurring payment set up through your bank or the previous management's portal, please cancel it immediately and set up a new payment using the instructions above to avoid any delays or late fees.

All existing lease terms and security deposits remain valid and have been transferred to the new management. We look forward to providing you with excellent service.

Sincerely,

[Name/Signature]

[Title]

[New Management Company Name]