

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change in Property Management and Payment Instructions

Dear [Tenant Name],

This letter is to formally notify you that the management of the property located at [Property Address] has been transferred from [Old Management Company Name] to [New Management Company Name], effective [Transition Date].

Starting on [Effective Date], all rent payments, maintenance requests, and inquiries should be directed to [New Management Company Name].

Rent Payment Information:

- **Payable To:** [Name to appear on checks]
- **Online Portal:** [URL for payment portal]
- **Mailing Address:** [New Management Address]
- **Due Date:** [Day of the month rent is due]

Maintenance and Emergencies:

For all future maintenance requests, please use the following contact methods:

- **Office Phone:** [Phone Number]
- **Emergency/After-Hours Phone:** [Phone Number]
- **Email:** [Email Address]

Please note that your existing lease agreement remains in full effect. All security deposits have been transferred to the new management and are being held in accordance with your lease and local laws.

We look forward to working with you. If you have any questions regarding this transition, please contact us at [Phone Number].

Sincerely,

[Name/Signature]

[Title]

[New Management Company Name]