

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Change of Ownership and Transfer of Security Deposit

Dear [Tenant Name],

Please be advised that the property located at [Property Address] has been sold. Effective [Date of Sale], the new owner of the property is [New Owner/Company Name].

In accordance with the terms of your lease agreement and local laws, your security deposit in the amount of \$[Deposit Amount] has been transferred to the new owner. [New Owner/Company Name] is now responsible for the holding and eventual return of your deposit at the end of your tenancy, subject to the terms of your lease.

Your deposit is currently being held at the following financial institution:

- **Bank Name:** [Bank Name]
- **Bank Address:** [Bank Address]

All future rent payments and maintenance requests should now be directed to:

[New Owner/Manager Name]

[Payment Address]

[Phone Number]

[Email Address]

All other terms and conditions of your existing lease agreement remains in full force and effect.

Sincerely,

[Signature of Previous Owner/Agent]

[Printed Name of Previous Owner/Agent]

[Signature of New Owner/Agent]

[Printed Name of New Owner/Agent]