

Date: [Insert Date]

To: All Residents/Tenants of [Insert Property Name/Address]

Subject: IMPORTANT NOTICE: Change of Property Ownership

Dear Resident/Tenant,

This letter is to formally notify you that the property located at [Insert Address] has been sold. The transfer of ownership from [Insert Seller Name] to [Insert Buyer Name] became effective as of [Insert Effective Date].

Management Status:

Please be advised that despite the change in ownership, **[Insert Management Company Name] will remain as the property management provider.** There will be no change in your primary point of contact, maintenance request procedures, or daily operations.

Rent Payments:

Effective immediately, all future rent payments should be handled as follows:

[Insert Payment Instructions - e.g., "Continue using the existing online portal" or "Make checks payable to X"]

Lease Agreements:

Your current lease agreement remains valid and legally binding. All terms, conditions, and expiration dates stay in effect under the new ownership.

Contact Information:

For any questions regarding this transition, please contact the management office at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your continued residency.

Sincerely,

[Your Name/Signature]

[Your Title]

[Management Company Name]