

Date: [Date]

Re: Notice of Change of Ownership

Property Name: [Property Name]

Unit Number: [Unit Number]

Dear Resident,

Please be advised that the property known as [Property Name] has been sold. Effective [Date of Sale], the new owner of the property is [New Owner Name].

We are pleased to inform you that [Management Company Name] has been retained to continue as the property management team. Because the management remains the same, your daily interactions and point of contact will not change.

Please note the following important information regarding your tenancy:

- **Rent Payments:** Please continue to make your rent payments in the same manner as previously instructed. All checks should still be made payable to [Payee Name].
- **Maintenance Requests:** Please continue to submit maintenance requests through the existing [Online Portal/Phone Number/Office Address].
- **Lease Agreement:** All terms and conditions of your current lease agreement remain in full force and effect.
- **Security Deposits:** Your security deposit has been transferred to the new ownership and remains protected in accordance with local laws and your lease agreement.

Our commitment to providing you with a comfortable living environment remains our top priority. If you have any questions regarding this transition, please contact the management office at [Phone Number] or [Email Address].

Thank you for being a valued resident.

Sincerely,

[Name/Signature]

[Title]

[Management Company Name]