

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF CHANGE OF OWNERSHIP

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date of Sale], the new owner of the property is [New Owner Name/Entity].

Property Management to Remain the Same

Please be advised that [Management Company Name] will continue to manage the property. There will be no change in your primary point of contact, maintenance request procedures, or communication channels. All existing lease terms and conditions remain in full force and effect.

Rent Payments

Your rent payment process remains unchanged. Please continue to make your payments to [Management Company Name] as you have previously. If you use an online portal, your login information and account details will stay the same.

Maintenance and Emergencies

For all maintenance requests or emergencies, please continue to contact [Management Company Name] at [Phone Number] or through the tenant portal at [Website URL].

We appreciate your continued residency. If you have any questions regarding this transition, please contact the management office.

Sincerely,

[Name of Signatory]

[Title]

[Management Company Name]