

Date: [Date]

To: [Tenant Name/All Residents]

Property Address: [Property Address, Unit Number]

Subject: Notice of Change of Ownership

Dear Tenant,

This letter is to formally notify you that the property located at [Property Address] has been sold. The ownership has officially transitioned from [Former Owner Name] to [New Owner Name], effective as of [Effective Date].

Management Remains Unchanged

Please be advised that despite the change in ownership, [Management Company Name] will continue to manage the property. Your primary point of contact for all matters regarding your lease, maintenance requests, and general inquiries will remain the same.

Rent Payments

Your rent payment procedures will not change at this time. Please continue to make your payments to [Management Company Name] via the existing method ([Online Portal/Check/Other]) by the [Day] of each month.

Lease Agreement

The change in ownership does not affect the terms and conditions of your current lease agreement. All existing deposits and lease obligations have been transferred to the new owner and will be honored accordingly.

Contact Information

If you have any questions regarding this transition, please contact the management office at:

- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Address:** [Office Address]

We appreciate your continued residency and look forward to maintaining a positive living environment for you.

Sincerely,

[Your Name/Authorized Representative]
[Management Company Name]