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**Date:** [Date]

**Property Address:** [Full Property Address]

**Subject: Notice of Change of Ownership and Management Confirmation**

Dear [Tenant Name(s)],

We are writing to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date], the new owner of the property is [New Owner Name].

**Management Status:**

Please be advised that despite the change in ownership, **[Property Management Company Name]** will continue to serve as the authorized property manager. There will be no change in your primary point of contact or the day-to-day operations of the property.

**Rent Payments:**

Please continue to make your rent payments using the same method and to the same entity as you have previously. Your current payment portal, mailing address for checks, and due dates remain unchanged.

**Maintenance and Inquiries:**

All maintenance requests, emergency repairs, and general inquiries should continue to be directed to [Property Management Company Name] at [Phone Number] or via [Email/Portal].

**Lease Agreement:**

All terms and conditions of your existing lease agreement remain in full force and effect. Your security deposit has been transferred to the new owner and will continue to be held in accordance with local laws and your lease terms.

We look forward to continuing our professional relationship with you. If you have any questions regarding this transition, please contact us at [Phone Number].

Sincerely,

[Authorized Signature]

[Name of Property Manager]

[Property Management Company Name]