

Date: [Insert Date]

To: All Residents/Tenants

Property Name: [Insert Property Name]

Address: [Insert Property Address]

Subject: Update to Emergency Contact Procedures and Management Transition

Dear Resident,

We are writing to formally notify you that the property management for [Property Name] has transitioned to [New Management Company Name], effective [Effective Date].

As part of this transition, we are updating our records to ensure the safety of all residents and the security of the property. We kindly request that you provide updated emergency contact information for your household.

New Emergency Contact Procedures:

In the event of an after-hours maintenance emergency (such as a fire, major flood, or total loss of power), please use the following contact details:

- **Emergency Maintenance Line:** [Insert Phone Number]
- **Office Phone:** [Insert Phone Number]
- **Resident Portal:** [Insert Website URL]

Action Required:

Please complete the enclosed "Emergency Contact Form" and return it to the management office or via email to [Email Address] by [Due Date]. Having your current cell phone numbers and secondary contact information is vital for us to reach you quickly in case of an urgent situation.

For life-threatening emergencies, please continue to dial 911 immediately before contacting property management.

We look forward to serving you. Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Name of Management]

[Title]

[New Management Company Name]