

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

NOTICE OF ESCROW CLOSING AND OFFICIAL MANAGEMENT TRANSFER

Dear Tenant(s),

Please be advised that the property located at **[Insert Property Address]** has been sold. Escrow officially closed on **[Insert Closing Date]**.

As of **[Insert Effective Date]**, the management and ownership of the property have been transferred from **[Old Owner/Management Name]** to **[New Owner/Management Name]**.

1. Rent Payments

Effective immediately, all future rent payments must be made payable to: **[Insert New Payee Name]**. Payments should be delivered via the following method:

[Insert Payment Instructions: e.g., Online Portal Link, Mailing Address, or Drop-off Location]

2. Security Deposits

Your security deposit in the amount of **[\$Insert Amount]** has been transferred to the new owner. The new owner is now responsible for the holding and eventual disposition of these funds in accordance with your lease agreement and local laws.

3. Maintenance and Requests

All future maintenance requests, repair issues, or general inquiries should be directed to the new management team at:

Contact Name: [Insert Contact Person]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

4. Lease Terms

Please note that all other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Old Owner/Manager]

[Printed Name of Old Owner/Manager]

[Signature of New Owner/Manager]

[Printed Name of New Owner/Manager]