

Date: [Insert Date]

To: [Outgoing Management Company Name]

Attention: [Contact Person Name]

Address: [Street Address, City, State, Zip]

RE: Notice of Management Transition and Request for Final Reconciliation

Property Name/Association: [Insert Name]

Transition Date: [Insert Effective Date]

Dear [Contact Person Name],

As you are aware, management services for [Property/Association Name] will transition to [New Management Company Name] effective [Date]. To ensure a smooth handover, we formally request the final reconciliation of all accounts and the delivery of essential financial records.

Please provide the following items no later than [Deadline Date]:

- **Final Financial Statements:** Including Balance Sheet and Income Statement through the final date of service.
- **Bank Account Reconciliation:** Final reconciliation of all operating, reserve, and escrow accounts, including the transfer of remaining funds.
- **Member/Tenant Ledger:** A complete aging report and individual account history for all residents.
- **Accounts Payable:** A list of all outstanding invoices and proof of payment for recent utilities and vendors.
- **Tax and Audit Records:** Copies of the most recent tax filings, 1099s, and audit reports.
- **Bank Signature Authority:** Documentation confirming the removal of outgoing signatories and the closure of accounts, if applicable.

Please forward all physical files to [New Management Address] and electronic files to [Email Address]. Funds should be transferred via [Wire Transfer/Check] according to the instructions previously provided.

Thank you for your cooperation during this transition. Please contact [Name] at [Phone Number] if you have any questions regarding this request.

Sincerely,

[Your Name/Authorized Signature]

[Your Title]

[Board of Directors/Property Owner Name]

CC: [New Management Company Name]