

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: IMPORTANT NOTICE - Change of Management and Request for Information

Dear Tenant,

Please be advised that as of [Effective Date], the management of [Property Name/Address] has been transferred to [New Management Company Name].

To ensure a smooth transition and to update our records, we require all residents to provide current information. This will help us manage your lease accurately and contact you regarding maintenance or emergencies.

Please complete and return the following information by [Due Date]:

- Full names of all legal occupants
- Current phone numbers (Mobile/Home)
- Current email addresses
- Emergency contact information
- Vehicle information (Make, Model, License Plate)
- Pet information (if applicable)

You may submit this information by [Emailing it to: Email Address] or by delivering a printed copy to [Office Address].

Regarding future rent payments: Starting [Date], please make all payments payable to [New Payment Entity Name]. Further instructions on the online payment portal will be sent shortly.

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

Sincerely,

[Your Name/Signature]

[Title]

[New Management Company Name]

[Phone Number]

[Email Address]