

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of New Property Management and Request for Profile Update

Dear Resident,

We are pleased to introduce **[New Property Management Company Name]** as the new management team for your residence, effective **[Effective Date]**. Our goal is to provide professional service and ensure that your living experience remains comfortable and enjoyable.

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting **[Date]**, all rent payments should be made payable to **[New Entity Name]**. You can pay via **[Online Portal Link/Check Mailing Address]**.
- **Maintenance Requests:** For all repairs and maintenance issues, please contact us at **[Phone Number]** or email **[Email Address]**.
- **Emergency Contact:** For after-hours emergencies, please call **[Emergency Phone Number]**.

To ensure our records are accurate and that we can contact you regarding important building updates, we kindly ask you to complete and return the enclosed **Tenant Profile Update Form** by **[Due Date]**. This information will help us update our emergency contact lists and service portals.

We look forward to serving you. If you have any questions during this transition, please do not hesitate to reach out to our office.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]

[Phone Number]

[Website]

Tenant Profile Update Form

Please return this section to the management office.

Full Name(s): _____

Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Vehicle Make/Model/Plate: _____

Pets (Type/Breed): _____