

[Date]

[Previous Management Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Request for Tenant Records and Property Files - [Property Name/Address]

Dear [Contact Name or Management Team],

This letter serves as formal notification that management of **[Property Name/Address]** has been transferred to **[New Management Company Name]** effective as of **[Effective Date]**.

To ensure a smooth transition and continuity of service for the residents, we kindly request the immediate delivery of all current tenant records and property documentation, including but not limited to:

- Executed lease agreements and addendums for all current tenants.
- Tenant contact information (phone numbers and email addresses).
- Current rent roll and accounting ledgers (including balances and credits).
- Security deposit records and held funds.
- Move-in inspection reports and photographs.
- Pending maintenance requests and vendor contracts.
- Keys, fobs, and access codes.

Please arrange for these files to be transferred via [Digital Link/Email/Physical Delivery] by no later than [Deadline Date].

Thank you for your cooperation during this handover process. Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this request.

Sincerely,

[Your Name/Signature]

[Your Title]

[New Management Company Name]