

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Subject: Notice of New Management and Request for Updated Contact Information

Dear [Tenant Name],

We are writing to formally notify you that, effective [Date], the management of [Property Name/Address] has been transferred to [New Management Company/Landlord Name].

To ensure that you receive important notices, emergency alerts, and maintenance updates, we require all residents to provide their current contact details. Please complete the following information and return it to our office by [Deadline Date].

Full Name(s) of Occupant(s): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Primary Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

You may submit this information by:

- Emailing it to: [Email Address]
- Dropping it off at: [Office Address]
- Online via our portal: [URL if applicable]

Regarding rent payments, please note that starting [Date], all payments should be made payable to [New Payee Name]. [Insert specific payment instructions here, e.g., online portal link or mailing address].

If you have any questions or outstanding maintenance requests, please contact us at [Phone Number] or [Email Address]. We look forward to working with you.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[Contact Information]