

Date: [Insert Date]

To: All Residents/Occupants

Property Address: [Insert Property Name/Address]

Subject: Urgent: Request for Updated Occupant Information

Dear Resident,

Please be advised that the management of [Property Name] has recently transitioned to [New Property Management Company Name]. To ensure our records are accurate and to provide you with the best possible service, we require all occupants to update their contact information.

Please provide the following details for all individuals currently residing in your unit:

- Full Name of all occupants
- Primary Phone Number
- Email Address
- Emergency Contact (Name and Phone Number)
- Vehicle Information (Make, Model, and License Plate - if applicable)
- Pet Information (if applicable)

You may submit this information by [Insert Method, e.g., returning this form to the leasing office, emailing it to info@email.com, or via the online portal at URL].

Please submit these updates no later than [Insert Deadline Date].

We appreciate your cooperation during this transition. If you have any questions, please contact us at [Insert Phone Number].

Sincerely,

[Your Name/Name of Management]

[New Property Management Company Name]

[Contact Information]