

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Unit Number and Street Address]

Subject: NOTICE OF CHANGE IN OWNERSHIP AND MANAGEMENT

Dear Tenant,

This letter is to formally notify you that [Property Name/Address] was sold on [Date of Sale]. The property is now under the ownership of [New Owner Name] and will be professionally managed by [New Management Company Name].

Please note that all terms and conditions of your existing lease agreement remain in full effect. However, to ensure our records are accurate and to provide you with the best service, we kindly request that you verify the following information:

Tenant Verification Form:

- Full Name(s) of all occupants: _____
- Primary Phone Number: _____
- Email Address: _____
- Current Monthly Rent: \$ _____
- Security Deposit Paid: \$ _____
- Last Rent Payment Date: _____
- Pets (Type/Breed/Weight): _____
- Vehicle Information (Make/Model/Plate): _____

New Payment Instructions:

Effective [Date], please make all future rent payments to:

[New Payee Name]

[New Payment Address or Online Portal Link]

Maintenance Requests:

For all future maintenance requests or emergencies, please contact:

Phone: [Phone Number]

Email: [Email Address]

Please return the verified information to our office by [Deadline Date]. You may return it via [Email/Mail/Drop-box].

We look forward to a positive relationship. If you have any questions regarding this transition, please do not hesitate to contact us.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]