

Date: [Date]

Property Address: [Property Address]

Tenant Name(s): [Tenant Name(s)]

Dear Tenant,

Please be advised that **[New Property Management Company Name]** has been appointed as the new property manager for your residence, effective **[Start Date]**.

To ensure our records are accurate and to provide you with the best service possible, we kindly request that you complete and return the following information by **[Due Date]**:

- Updated Contact Phone Numbers (Home/Cell/Work)
- Current Email Address
- Emergency Contact Name and Phone Number
- Names of all occupants currently residing in the unit
- Vehicle Information (Make/Model/License Plate)
- Pet Information (if applicable)

In addition to the above, please provide a copy of your current **Lease Agreement** and any recent **Rent Receipts** to help us verify your account balance and security deposit details.

You may submit this information via:

- **Email:** [Email Address]
- **Online Portal:** [Website URL]
- **Mail/In-Person:** [Office Address]

Regarding future rent payments, please make all checks payable to **[Payment Recipient Name]** starting on **[Date]**.

We look forward to working with you. If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]