

Date: [Insert Date]

To: All Residents of [Property Name / Address]

Subject: Official Notice: Change of Property Management and Request for Updated Information

Dear Resident,

This letter is to formally notify you that, effective [Date], the management of [Property Name] has been transferred to [New Management Company Name].

To ensure our records are accurate and to provide you with the best possible service, we kindly request that you provide updated contact and residency information. This will allow us to contact you regarding maintenance, emergency notices, and rent billing.

Please complete the following details and return this form to [Submission Method, e.g., the management office or email address] by [Deadline Date]:

- **Full Name(s) of All Occupants:** _____
- **Unit Number:** _____
- **Primary Phone Number:** _____
- **Secondary Phone Number:** _____
- **Email Address:** _____
- **Emergency Contact Name:** _____
- **Emergency Contact Phone:** _____
- **Vehicle Information (Make/Model/Plate):** _____
- **Pet Information (if applicable):** _____

If you have any outstanding maintenance requests or concerns, please feel free to reach out to our team at [New Phone Number] or [New Email Address].

We look forward to working with you to maintain a comfortable living environment.

Sincerely,

[Your Name]

[Your Title]

[New Management Company Name]