

Date: [Insert Date]

To: All Residents of [Property Name / Address]

Subject: Notice of Management Transition and Information Update

Dear Resident,

Please be advised that as of [Effective Date], the management of [Property Name] will be transitioned to [New Management Company Name].

To ensure a smooth transition and to update our records, we kindly request that you complete the following data collection form. This information is necessary to set up your new tenant portal, ensure emergency contacts are current, and manage your lease agreement accurately.

Please provide the following information for all adult occupants:

- Full Name(s): _____
- Primary Phone Number: _____
- Email Address: _____
- Emergency Contact Name: _____
- Emergency Contact Phone: _____
- Vehicle Make/Model/License Plate: _____
- Pet Information (if applicable): _____

Additionally, please confirm your current monthly rent amount and any outstanding balances:
\$[Amount]

Please return this information to our office by [Deadline Date] via [Email Address, Online Link, or Physical Drop-off Location].

Instructions regarding future rent payments and maintenance requests will be sent to you in a separate welcome packet shortly.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Name of Representative]
[New Management Company Name]
[Phone Number]
[Email Address]