

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Welcome Letter and Request for Information Update

Dear Tenant,

We are pleased to inform you that as of [Date], the management of [Property Name/Address] has been transferred to [New Management Company Name]. We are excited to have you as a resident and look forward to providing you with excellent service.

Please note that all future rent payments should be made payable to **[New Entity Name]** and sent to the following address: [Payment Address or Online Portal Link].

To ensure our records are accurate and to help us communicate with you effectively regarding maintenance and emergencies, we kindly ask you to complete and return the following information by [Due Date].

Tenant Information Update Form

Primary Tenant Name: _____

Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Vehicle Information (Make/Model/License Plate):

List of Occupants:

Pet Information (If applicable):

If you have any pending maintenance requests or questions regarding this transition, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a part of our community.

Sincerely,

[Your Name/Name of Representative]

[New Management Company Name]

[Office Address]