

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Change of Ownership and Lease Continuation

Dear [Tenant Name],

We are writing to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date], the new owner is [New Owner/Company Name].

Please be advised that this change in ownership **does not affect the terms of your current lease agreement**. Your existing lease remains in full force and effect, and all terms, conditions, and expiration dates stay exactly as they were originally signed.

Going forward, please note the following updates regarding your tenancy:

- **Rent Payments:** Beginning [Date], all rent payments should be made payable to [Payee Name] and sent to [Address/Online Portal Link].
- **Maintenance Requests:** For all repairs or emergencies, please contact [Name/Company] at [Phone Number] or [Email].
- **Security Deposit:** Your security deposit has been transferred to the new owner and will continue to be held in accordance with your lease and local laws.

We look forward to having you as a tenant. If you have any questions regarding this transition, please feel free to reach out to us at [Contact Information].

Sincerely,

[Your Name/New Property Manager Name]

[New Owner/Management Company Name]

[Phone Number]

[Email Address]