

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

I am writing to formally introduce myself as the new owner of the property located at [Property Address]. As of [Date of Sale/Transfer], the ownership of the property has been transferred from [Previous Owner Name] to [New Owner/Company Name].

Please be advised that this change in ownership **does not affect the terms of your current lease agreement**. All existing terms, including your monthly rent amount, security deposit, and expiration date, remain in full force and effect. Your security deposit has been successfully transferred to our accounts and will continue to be held in accordance with your lease and local laws.

Rent Payments:

Starting [Date of First Payment to New Owner], please direct all future rent payments to:

- Payable to: [Name/Entity to put on check]
- Payment Method: [e.g., Online Portal Link / Mailing Address / Direct Deposit]

Maintenance and Inquiries:

For all future maintenance requests or general inquiries, please use the following contact information:

- Contact Name: [Name]
- Phone Number: [Phone Number]
- Email Address: [Email Address]

I look forward to maintaining a positive relationship with you. If you have any questions regarding this transition, please feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name, if applicable]