

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF CHANGE OF OWNERSHIP AND LEASE CONTINUATION

Dear [Tenant Name],

Please be advised that the property located at [Property Address] has been sold. Effective [Date of Transfer], the new owner of the property is [New Owner/Company Name].

We are writing to formally notify you that your existing lease agreement dated [Original Lease Date] remains in full force and effect. The new ownership will honor all terms, conditions, and expiration dates as outlined in your current contract. No action is required on your part regarding your residency at this time.

Please note the following changes regarding your tenancy:

- **Rent Payments:** Starting [Date], all rent payments should be made payable to [New Payee Name].
- **Payment Method:** Payments can be submitted via [Online Portal/Mailing Address/Other Method].
- **Maintenance Requests:** For all future maintenance or repair needs, please contact [Name/Department] at [Phone Number] or [Email].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with local laws and your lease agreement.

We look forward to having you as a tenant. If you have any questions regarding this transition, please contact us at [Phone Number].

Sincerely,

[Your Name/Name of Management Company]

[Title]

[Contact Information]