

[Current Date]

[Department Name, e.g., Department of Planning and Zoning]

[Municipal Office Address]

[City, State, Zip Code]

RE: Notice of Ownership Transfer and Zoning Compliance Responsibility

To the Zoning Administrator,

This letter serves as formal notification that the ownership of the property located at [Property Address] and identified by Parcel Number [Parcel/Tax ID Number] has been transferred.

Effective Date of Transfer: [Date]

Previous Owner Information:

Name: [Name of Former Owner/Entity]

Address: [Former Owner Address]

New Owner Information:

Name: [Name of New Owner/Entity]

Address: [New Owner Mailing Address]

Phone: [New Owner Phone Number]

Email: [New Owner Email Address]

The new owner acknowledges the existing zoning designations and land-use permits associated with this property. We request that all future correspondence regarding zoning matters, building compliance, and property assessments be directed to the new owner at the contact information provided above.

Please update your records to reflect this change in ownership. Attached to this letter is a copy of the [recorded deed/transfer document] for your reference.

Sincerely,

[Signature of Former Owner]

[Printed Name of Former Owner]

[Signature of New Owner]

[Printed Name of New Owner]