

Date: [Date]

Property Address: [Full Property Address]

Subject: Notice of Change of Ownership

Dear [Tenant Name/Resident Name],

This letter is to formally notify you that the property located at the address above has been sold. Effective as of [Date of Transfer], the ownership has been transferred from [Previous Owner Name] to [New Owner Name].

New Management/Ownership Details:

- **New Owner/Landlord:** [New Owner Name]
- **Contact Person:** [Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Mailing Address:** [Full Mailing Address]

Rent Payments:

Starting from [Date], all future rent payments should be made payable to [New Payee Name]. Payments should be sent to the following address or via the following method: [Payment Instructions/Portal Link].

Security Deposits:

Please be advised that your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your existing lease agreement and local laws.

Existing Lease:

All other terms and conditions of your current lease agreement remain in full force and effect. No action is required from you regarding your current contract at this time.

If you have any questions regarding this transition, please contact [Contact Name] at [Phone Number].

Sincerely,

[Signature of Previous Owner/Agent]

[Printed Name of Previous Owner/Agent]

[Signature of New Owner/Agent]

[Printed Name of New Owner/Agent]