

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Rental Property Address]

Subject: NOTICE OF CHANGE OF OWNERSHIP AND MANAGEMENT

Dear Tenant(s),

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

Please note the following changes regarding your lease agreement:

1. Lease Agreement: Your current lease agreement remains valid and in full effect. All existing terms, conditions, and expiration dates remain unchanged.

2. 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 your lease and local laws.

3. Rent Payments: Starting from [Date of First Payment to New Owner], all future rent payments should be made payable to [New Owner or Management Company Name]. Payments should be sent to the following address:

- [Payment Address Line 1]
- [Payment Address Line 2]
- [City, State, Zip Code]

4. Maintenance and Inquiries: For all future maintenance requests or general inquiries, please contact:

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

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Previous Owner/Agent]

[Printed Name of Previous Owner/Agent]

[Signature of New Owner/Agent]

[Printed Name of New Owner/Agent]